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N.J.A.C. 8:43F
ADULT DAY HEALTH SERVICES MANUAL
STANDARDS FOR SERVICES AND LICENSURE OF ADULT AND PEDIATRIC DAY
HEALTH SERVICES FACILITIES

SUBCHAPTER 1. GENERAL PROVISIONS

8:43F-1.1 Scope and purpose

The rules in this chapter pertain to all facilities that provide adult or pediatric day health services. These rules constitute the basis for the licensure and participation in the New Jersey Medicaid program of adult and pediatric day health service facilities by the New Jersey Department of Health and Senior Services. Adult and pediatric day health service facilities provide specialized, integrated care to participants in order to assist them in reaching the functional levels of which they are capable, as well as to protect their health and safety. The purpose of this chapter is to establish minimum rules to which an adult or pediatric day health service facility must adhere to be licensed to operate in New Jersey.

8:43F-1.2 Definitions

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

“Administration-adult day health services facility” means an identifiable administrative unit within the adult day health services facility headed by a director/administrator, responsible for the overall conduct of all adult day health service program activities.

"Activities of daily living (ADL)" means the functions or tasks for self-care, which are performed either independently or with supervision or assistance. Activities of daily living include at least mobility, transferring, walking, grooming, bathing, dressing and undressing, eating, and toileting. In pediatric day health care facilities, ADLs may include developmental stimulation, diaper changing and toilet training.

"Adult day health services beneficiary" means a person at least 18 years of age who is a Medicaid beneficiary, pursuant to N.J.A.C. 10:49-2.1, or a Home Care Expansion Program beneficiary, pursuant to N.J.A.C. 8:81, who is eligible for adult day health services pursuant to N.J.A.C. 8:43F-2.1.

"Adult day health services facility" means a facility or a distinct part of a facility which is licensed by the New Jersey Department of Health and Senior Services to provide preventive, diagnostic, therapeutic, and rehabilitative services under medical supervision to meet the needs of functionally impaired adult participants who are not related to the members of the governing authority by marriage, blood, or adoption. Adult day health services facilities provide services to participants for a period of time, which does not exceed 12 hours during any calendar day.

"Adult day health services participant" means a person who participates in a program of services from a licensed adult day health services facility.

"Adult Day Care Program for Victims of Alzheimer's Disease and Related Disorders" means a program administered by the Division of Senior Affairs, New Jersey Department of Health and Senior Services, which provides services to individuals who have a diagnosis by a physician as having Alzheimer's disease or a related disorder such as Huntington's disease, Parkinson's disease with dementia, Cruetzfeldt-Jacob disease, or Pick's disease.

"Ancillary nursing personnel" means unlicensed workers employed to assist licensed nursing personnel.

"Available" means ready for immediate use (pertaining to equipment) or capable of being reached (pertaining to personnel), unless otherwise defined.

"Beneficiary or eligible beneficiary" means any person meeting the eligibility requirements of a recipient of benefits under the Medical Assistance and Health Services Act, N.J.S.A. 30:40-2 et seq.

"Bylaws" means a set of rules adopted by the facility for governing its operation. A charter, articles of incorporation, and/or a statement of policies and objectives are acceptable as equivalents.

"Clinical note" means an event-triggered note, written, signed, and dated, when significant physical, emotional, mental, behavioral or social changes occur to the participant, when problems arise and/or services are provided on an intensive basis. The clinical note shall include a description of signs, symptoms, treatments, services and the participant's reactions. Clinical notes are written into the participant's medical record the day service is provided.

"Commissioner" means the New Jersey Commissioner of Health and Senior Services.

"Communicable disease" means an illness due to a specific infectious agent or its toxic products, which occurs through transmission of that agent or its products from a reservoir to a susceptible host.

"Conspicuously posted" means placed at a location within the facility accessible to and seen by participants and the public.

"Contamination" means the presence of an infectious or toxic agent in the air, on a body surface, or on or in clothes, bedding, instruments, dressings, or other inanimate articles or substances, including water, milk, and food.

"Controlled Dangerous Substances Acts" means the Controlled Substances Act of 1970 (Title II, Public Law 91-513) and the New Jersey Controlled Dangerous Substances Act of 1970, N.J.S.A. 24:21-1 et seq.

"Daily census" means the number of participant equivalents who, during any calendar day, receive services in the facility. The number of participant equivalents is calculated by dividing the sum of all of the hours of services received by participants in the facility on a given day by the number five. For example, two participants each receiving 2.5 hours of service constitute one participant equivalent.

"Deficiency" means a determination by the New Jersey Department of Health and Senior Services that a facility is not in compliance with an applicable State licensing requirement and/or Federal requirement.

"Department" means the New Jersey Department of Health and Senior Services.

"Dietitian" means a person who is registered or eligible for registration by the Commission on Dietetic Registration (Office on Dietetic Credentialing, 216 W. Jackson Boulevard- -7th Floor, Chicago, Illinois 60606-6995).

"Disinfection" means the killing of infectious agents outside the body, or organisms transmitting such agents, by chemical and physical means, directly applied.

"Division" means the Division of Long Term Care Systems within the New Jersey Department of Health and Senior Services.

"Documented" means written, signed, and dated.

"Drug" means a substance as defined in the New Jersey State Board of Pharmacy Rules, N.J.A.C. 13:39. The word "medication" is used interchangeably with the word "drug" in this chapter.

"Drug administration" means a procedure in which a prescribed drug is given to a participant by an authorized person in accordance with all laws and rules governing such procedures. The complete procedure of administration includes removing an individual dose from a previously dispensed, properly labeled container (including a unit dose container), verifying it with the prescriber's orders, giving the individual dose to the participant, seeing that the participant takes it (if oral), and recording the required information, including the method of administration.

"Epidemic" means the occurrence in a facility of one or more cases of an illness in excess of normal expectancy for that illness, derived from a common or propagated source.

"Family" means persons related by blood, marriage, or commitment.

"Full-time" means relating to a time period of not less than 35 hours, established by the facility as a full working week, as defined and specified in the facility's policies and procedures.

"HIV medical day care center (HIVMDC)" means an adult day health services facility which provides additional services to individuals with HIV infection in an identifiable and separate setting and which conforms to N.J.A.C. 8:43A.

“HIV medical day care participant ” means a person at least 18 years of age with HIV infection who is eligible for adult day health services in accordance with N.J.A.C. 8:43F-2.1(d) and who requires out-patient drug abuse treatment.

"Health care facility" means a facility so defined in N.J.S.A. 26:2H-1 et seq.

"Interdisciplinary team" means those persons, representing different professions, disciplines, and services, who work together to provide an integrated program of care to the participant.

"Job description" means written specifications developed for each position in the facility, containing the qualifications, duties and responsibilities, and accountability required of employees in that position.

"Legally authorized representative" means spouse, immediate next of kin, legal guardian, participant's attorney, or third party insurer where permitted by law.

"License holder" means the person, or entity that has legal ownership and responsibility for all operations and management of the facility.

"Licensed nursing personnel" (licensed nurse) means registered professional nurses or practical nurses licensed by the New Jersey State Board of Nursing.

"Licensed practical nurse" (LPN) means a person who is so licensed by the New Jersey State Board of Nursing.

"Medical consultant" means a person who is licensed as a physician to practice medicine in the State of New Jersey. In a pediatric day health services facility, the medical consultant shall also be certified by the American Board of Pediatrics.

"Medical record" means all records in the facility pertaining to the participant, including radiological films.

"Medical record practitioner" means a person who is certified or eligible for certification as a registered record administrator (RRA) or an accredited record technician (ART) by the American Health Information Management Association (American Health Information Management Association, 919 N. Michigan Ave, Suite 1400 Chicago, IL 60611); or is a graduate of a program in medical record science accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association in collaboration with the Council on Education of the American Health Information Management Association (American Health Information Management Association, 919 N. Michigan Ave, Suite 1400 Chicago, IL 60611).

"Monitor" means to observe, watch, or check.

"Nosocomial infection" means an infection acquired by a participant while in the facility.

"Nurse practitioner/clinical nurse specialist" means a person who is so certified by the New Jersey Board of Nursing, in accordance with N.J.A.C. 13:37-7.

"Occupational therapist" means a person who is so licensed, or eligible for licensure, by the New Jersey Occupational Therapy Advisory Council in accordance with N.J.S.A. 45:9-37.51.

"Pediatric day health services beneficiary" is a child from zero through five years of age who is a Medicaid beneficiary and who is technology dependent and/or medically unstable, as specified at N.J.A.C. 8:43F-2.1(e)1, and requires continuous nursing services available in a pediatric day health services facility.

"Pediatric day health services facility" means a facility which provides additional services in order to provide for the needs of technologically dependent or medically unstable children and conforms to this chapter and N.J.A.C. 10:122, the Manual of Requirements for Child Care Centers.

"Pediatric day health services participant" means a child who is six years of age or younger, who is technology dependent and/or medically unstable as defined in N.J.A.C. 8:43F-2.1(e) and requires continuous nursing services available in a pediatric day health services facility.

"Pharmacist" means a person who is so licensed by the New Jersey State Board of Pharmacy, pursuant to N.J.A.C. 13:39-3.

"Physical therapist" means a person who is so licensed by the New Jersey State Board of Physical Therapy Examiners.

"Physician" means a person who is licensed or authorized by the New Jersey State Board of Medical Examiners to practice medicine in the State of New Jersey.

"Physician assistant" means a person who holds a physician's assistant license in accordance with N.J.A.C. 13:35-2B.

"Prescriber" means a person who is authorized to write prescriptions in accordance with Federal and State laws.

"Prior authorization" means the approval process of eligible Medicaid participants by the Department prior to the provision of adult or pediatric day health services. In the context of day health services, prior authorization shall be used as outlined in N.J.A.C. 8:43F-1.7(e)1 or at the Department's discretion with new and existing day health services facilities.

"Progress note" means a written, signed, and dated notation summarizing information about care provided and the participant's response to it.

"Recipient" means a qualified applicant receiving benefits under the Medical Assistance and Health Services Act, N.J.S.A. 30:4D-1 et seq.

"Registered professional nurse" (RN) means a person who is so licensed by the New Jersey State Board of Nursing.

"Respite" or "Respite Care" means the provision of temporary, short-term care for, or the supervision of, an eligible person on behalf of the caregiver in emergencies or on an intermittent basis to relieve the daily stress and demands of caring for a functionally impaired adult. Respite may be provided hourly, daily, overnight, or on weekends and may be provided by paid or volunteer staff. The term includes, but is not limited to, companion or sitter services, homemaker and personal care services, adult day health services, short-term inpatient care in a licensed nursing facility, residential health care facility or overnight camp program, private duty nursing and peer support and training for care givers.

"Restraint" means a physical device or chemical (drug) used to limit, restrict, or control participants' movements.

"Self administration" means a procedure in which any medication is taken orally, injected, inserted, or topically or otherwise administered by a participant to himself or herself.

"Signature" means, at a minimum, the first initial and full surname and title (for example, R.N., L.P.N., D.D.S., M.D., D.O.) of a person, legibly written with his or her own hand. A controlled electronic signature system may be used.

"Social worker" means a person who is certified or licensed by the New Jersey State Board of Social Work Examiners.

"Speech-language pathologist" means a person who holds a current New Jersey license issued by the Audiology and Speech-Language Pathology Advisory Committee, Division of Consumer Affairs of the New Jersey Department of Law and Public Safety.

"Staff education plan" means a written plan that describes a coordinated program for staff education for each service, including in-service programs and on-the-job training.

"Staff orientation plan" means a written plan for the orientation of each new employee to the duties and responsibilities of the service to which the employee has been assigned, as well as to the personnel policies of the facility.

"Sterilization" means a process of destroying all microorganisms, including those bearing spores, in, on, and around an object.

"Supervision" means authoritative procedural guidance by a qualified person for the accomplishment of a function or activity within his or her sphere of competence, with initial direction and periodic on-site inspection of the actual act of accomplishing the function or activity.

"Transportation services" means the conveying of participants who require transportation between the facility and the participant's home, either directly or through contractual arrangements. No participant's daily transportation time shall exceed two hours.

"Volunteer" means a person who gives his or her time and services regularly without remuneration.

8:43F-1.3 Licensure application procedures and requirements

(a) Any person, organization, or corporation desiring to operate an adult or pediatric day health services facility shall make application to the Commissioner for a license on forms prescribed by the Department. Such forms may be obtained from:

Director
Long Term Care Licensing and Certification
Division of Long Term Care Systems
New Jersey Department of Health and Senior Services
PO BOX 367
Trenton, NJ 08625

1. The Department shall charge a nonrefundable fee of \$1,000 for the filing of an application for licensure and \$1,000 for each annual renewal thereof.
2. The Department shall charge a nonrefundable fee of \$1,000 for the filing of an application to add services or program slots to an existing adult or pediatric day health services facility.
3. The Department shall charge a nonrefundable fee of \$250.00 for the filing of an application to reduce services at an existing adult or pediatric day health services facility.
4. The Department shall charge a nonrefundable fee of \$250.00 for the filing of an application for the relocation of an adult or pediatric day health services facility.
5. The Department shall charge a nonrefundable fee of \$1,000 for the filing of an application for the transfer of ownership of an adult or pediatric day health services facility.
6. All applicants shall demonstrate that they have the capacity to operate an adult or pediatric day health services facility in accordance with the rules in this chapter. An application for a license or change in service shall be denied if the applicant cannot demonstrate that the premises, equipment, personnel, including principals and management, finances, rules and bylaws, and standards of health care are fit and adequate and that there is reasonable assurance that the health care facility will be operated in accordance with the standards required by these rules. The Department shall consider an applicant's prior history in operating a health care facility either in New Jersey or in other states in making this determination. Any evidence of licensure violations representing serious risk of harm to

participants may be considered by the Department, as well as any record of criminal convictions representing a risk of harm to the safety or welfare of participants.

7. Each adult and pediatric day services facility shall be assessed a biennial inspection fee of \$300.00. This fee shall be assessed in the year the facility will be inspected along with the annual licensure fee for that year. The fee shall be added to the initial licensure fee for new facilities. Failure to pay the inspection fee shall result in non renewal of the license for existing facilities and the refusal to issue an initial license for new facilities. This fee shall be imposed only every other year even if inspections occur more frequently and only for the inspection required to either issue an initial license or to renew an existing license. This fee shall not be imposed for any other type of inspection.

8:43F-1.4 Waiver

(a) The Commissioner or his or her designee may, in accordance with the general purposes and intent of N.J.S.A. 26:2H-1 et seq. and the rules in this chapter, waive provisions of these rules if, in his or her opinion, such waiver would not render the premises, equipment, personnel, finances, rules and bylaws, and standards of health care at a facility unfit or inadequate.

1. A facility seeking a waiver of these rules shall apply in writing to the Director of the Licensing and Certification Program of the Department.
2. A written request for waiver shall include the following:
 - i. The specific rule(s) or part(s) of the rule(s) for which waiver is requested;
 - ii. Reasons for requesting a waiver, including a statement of the type and degree of hardship that would result to the facility upon adherence;
 - iii. An alternative proposal which would ensure the care and safety of participants; and
 - iv. Documentation to support the request for waiver.
3. The Department reserves the right to request additional information before processing a request for waiver.

8:43F-1.5 Newly constructed or expanded facilities

(a) The licensure application for a newly constructed, renovated or expanded facility shall include written approval of final construction of the physical plant by:

Health Care Plan Review Services
Division of Codes and Standards
New Jersey Department of Community Affairs
P.O. Box 815
Trenton, NJ 08625-0815
609-633-8151

1. Any existing or proposed adult or pediatric day health services facility with a construction program shall submit plans to the Health Care Plan Review Services, Division of Codes and Standards, Department of Community Affairs, P.O. Box 815, Trenton, NJ 08625-0815, for review and approval prior to the initiation of construction.
2. An on-site inspection of the construction of the physical plant shall be made by representatives of Health Care Plan Review Services to verify that the building has been constructed in accordance with the architectural plans approved by the Department of Community Affairs. At the discretion of the Health Care Plan Review Services a certificate of occupancy issued by the local municipality may be submitted in lieu of an on-site inspection.

8:43F-1.6 Preliminary conference

When a newly constructed facility is approximately 80 percent complete or when an applicant's estimated date of opening is within 30 days, the applicant shall schedule a preliminary conference with the Long Term Care Licensing and Certification Program for review of the conditions for licensure and operation.

8:43F-1.7 Surveys

(a) When the written application for licensure is approved and the building is ready for occupancy, a survey of the facility by representatives of the Department shall be conducted at the Department's discretion to determine if the facility adheres to the rules in this chapter.

1. The facility shall be notified in writing of the findings of the survey, including any deficiencies found.
2. The facility shall notify the Division of Long Term Care Systems of the Department when the deficiencies, if any, have been corrected, and the Assessment and Survey Program will schedule one or more resurveys of the facility prior to occupancy.
3. Professional personnel shall be employed in accordance with the staffing requirements in this chapter.

(b) No facility shall admit participants to the facility until the facility has the approval and/or license issued by the Long Term Care Licensing and Certification Program of the Department.

(c) Survey visits may be made to a facility at any time by authorized representatives of the Department. Such visits may include, but not be limited to, the review of all facility documents and participants' records and conferences with participants.

(d) The Department shall conduct an on-going evaluation of the day health services facility by on-site visits. A Day Health Services On-Site Report (chapter Appendix D, incorporated herein by reference) shall be completed by Department staff and a copy shall be forwarded to the facility.

(e) Department staff may request a plan of correction if the facility is evaluated as providing sub-standard services and/or inadequate documentation of these services. The plan of correction shall address deficiencies noted by the Department staff, and shall be submitted to the Department by the facility by the requested date.

1. If a follow-up on-site visit reveals the plan of correction is not being implemented, a ban on new admissions to the facility or other such actions as the Department deems necessary may be considered. For example, prior authorization of services may be imposed. Continued non-compliance with the Department's standards may result in the termination of the provider agreement, with a 30-day notice of termination sent to the facility by the Department. Providers wishing to request hearings under this section are referred to N.J.A.C.10:49-10.3 and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1.

8:43F-1.8 License

(a) A license shall be issued if surveys by the Department have determined that the facility is operated as required by N.J.S.A. 26:2H-1 et seq. and the rules promulgated pursuant thereto.

(b) A license shall be granted for a period of one year or less as determined by the Department.

(c) The license shall be conspicuously posted in the facility.

(d) The license shall not be assignable or transferable and shall be immediately void if the facility ceases to operate, if the facility's ownership changes, or if the facility is relocated to a different site.

(e) The license, unless suspended or revoked, shall be renewed annually on or before its expiration date, or within 30 days thereafter but dated as of the original licensure date. The facility will receive a request for renewal fee 30 days prior to the expiration of the license. A renewal license shall not be issued unless the Department receives the licensure fee.

(f) The license may not be renewed if local rules, regulations, and/or requirements are not met.

8:43F-1.9 Surrender of license

The facility shall notify each participant, the participant's physician, and any guarantors of payment at least 30 days prior to the voluntary surrender of a license, or as directed under an order of revocation, refusal to renew, or suspension of license. In such cases, the license shall be returned to the Long Term Care Licensing and Certification Program within seven working days after the voluntary surrender, revocation, non-renewal, or suspension of license.

8:43F-1.10 Action against a license

Pursuant to N.J.S.A. 26:2H-1 et seq., the Commissioner or his or her designee may impose all enforcement actions permitted under N.J.A.C. 8:43E for violations of licensure regulations or other statutory requirements. Enforcement actions include civil monetary penalty, curtailment of admissions, appointment of a receiver, provisional license, suspension or revocation of a license, order to cease and desist operation of an unlicensed health care facility, and other remedies for violations of statutes as provided by State or Federal law.

8:43F-1.11 Hearings

(a) If the Department proposes to suspend, revoke, deny, assess a monetary penalty, or refuse to renew a license, the licensee or applicant may request a hearing which shall be conducted pursuant to the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq. and 52:14F-1 et seq., and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1.

(b) Prior to transmittal of any hearing request to the Office of Administrative Law, the Department may schedule a conference to attempt to settle the matter.

SUBCHAPTER 2. MEDICAID ELIGIBILITY AND PROGRAM PARTICIPATION FOR ADULT AND PEDIATRIC DAY HEALTH SERVICES

8:43F-2.1 Medicaid eligibility

(a) In order to be eligible for services through adult or pediatric day health services facilities, an individual must be eligible for one of the following: community Medicaid, New Jersey Care Special Medicaid program (including the medically needy segment), NJ KidCare – Plan A, fee-for-service, certain home care programs including Community Care Program for the Elderly and Disabled (CCPED), Alternate Family Care (AFC) program, Model Waivers, the AIDS Community Care Alternatives Program (ACCAP), the Traumatic Brain Injury Program, or the ABC Program for medically fragile children. Persons enrolled in the Home Care Expansion Program are likewise eligible for adult day health services.

(b) In order to be determined eligible for adult and pediatric day health services, a person shall, because of the severity, duration or frequency of need for service, require either:

1. Ongoing skilled services in the professional disciplines of nursing, physical therapy, occupational therapy, or speech therapy; or
2. Assistance in one or more activities of daily living (grooming, mobility, dressing, eating, toileting, bathing, transferring) and whose assessed physical and psychosocial needs:
 - i. Do not require services 24 hours a day on an inpatient basis in a hospital or nursing facility, except under special circumstances;
 - ii. Cannot be met totally in any other ambulatory care setting, such as a physician's office, hospital out-patient department or in a partial care/partial hospitalization program;
 - iii. Require, and can be met satisfactorily by, a five-hour adult day health services program, exclusive of transportation time, not to exceed five days per week; or a minimum of six hours of pediatric day health services per day, exclusive of transportation time; and
 - iv. Are such that current health status would deteriorate without the direct services and health monitoring available at the facility.

(c) Medicaid beneficiaries residing in a residential health care facility (RHCF) are ineligible for adult day health care services.

1. A written request for an exception may be made for the following reasons:

- i. If a resident of an RHCF was receiving adult day health services prior to admission to the RHCF, the Department may approve adult day health services to allow for the adjustment into the RHCF for up to 90 calendar days;
- ii. If a resident of an RHCF requires adult day health services to encourage transition into a less structured residential setting, such as a boarding home or an independent living arrangement, the Department may approve adult day health services for a transitional period for up to 90 calendar days;
- iii. If a resident of an RHCF has been recently discharged from an acute care facility (general hospital, psychiatric hospital), the Department may approve adult day health services for up to 90 calendar days; or
- iv. If a resident of an RHCF has been diagnosed with a clinical condition which requires a short term structured therapeutic environment, the Department may approve adult day health services for up to 90 calendar days.

2. The request should contain a justification for the reasons listed above, the specific time frame that adult day health services are needed, the signature of the attending physician and be sent to:

Director
Office of Waiver and Program Administration
Department of Health and Senior Services
PO Box 722
Trenton, NJ 08625-0722

(d) In order to be eligible for HIV adult day health services, a person shall be at least 18 years of age, eligible for adult day health services in accordance with (a) above, have a diagnosis of HIV, and require out-patient drug abuse treatment.

(e) In order to be eligible for pediatric day health services, a pediatric day health services beneficiary shall be from zero through five years of age and require continuous nursing services only available in a pediatric day health services facility serving technology dependent and medically unstable children.

1. A child served in a pediatric day health services facility shall meet either of the following criteria:

- i. Be technology dependent, requiring life- sustaining equipment or interventions, including a tracheotomy, ventilator, central venous pressure (CVP) line, hyperalimentation gastrostomy tube or a nasogastric tube; or

ii. Be medically unstable requiring ongoing treatment administered by a licensed registered professional nurse (RN) or licensed practical nurse (LPN), such as nebulizer treatments, administration of oxygen, apnea/cardiac monitoring, intermittent urinary catheterization to maintain health or requiring ongoing monitoring and assessment by an RN because of such care needs as seizure disorders or cardiac conditions.

2. A child served in a pediatric day health services facility shall receive a minimum of six hours of services per day, exclusive of transportation time, not to exceed five days per week. In exceptional circumstances, if six hours is contraindicated because of the medical condition of the child the attending physician shall approve less than six hours but in no case less than three hours attendance and this shall be documented in the child's medical record and reviewed at least every 60 days.

8:43F-2.2 Medicaid program participation and prior authorization

(a) A day health services facility shall meet the following requirements in order to participate in the New Jersey Medicaid, NJ KidCare – Plan A, fee-for-service, and the Home Care Expansion Programs:

1. Licensure and approval by the Department of Health and Senior Services in accordance with the Manual of Standards for Licensure of Adult and Pediatric Day Health Services Facilities, as set forth in the chapter.
2. Completion of the New Jersey Medicaid Provider Application PE-1 (chapter Appendix A, incorporated herein by reference), the Participation Agreement PE-5 (chapter Appendix B, incorporated herein by reference), and a written narrative statement on the proposed adult or pediatric day health services facility (chapter Appendix C, incorporated herein by reference). On-going participation as a provider is contingent upon continued licensure by the Department; and
3. Completion, on a quarterly basis of a Day Health Services Participant Profile, (chapter Appendix E, incorporated herein by reference) on each participant who attends medical day care for five or more days during the quarter.

(b) The Department shall require that a new or existing adult or pediatric day health services facility be subject to prior authorization of eligible Medicaid beneficiaries prior to the provision of services at the discretion of the Department in accordance with the definition of "prior authorization" at N.J.A.C. 8:43F-1.2.

SUBCHAPTER 3. ADMINISTRATION AND ORGANIZATION

8:43F-3.1 Ownership

The license holder shall have responsibility for the management, operation, and financial viability of the facility.

8:43F-3.2 Disclosure of ownership

- (a) The ownership of the management and operation of the facility and the ownership of the property on which it is located shall be disclosed to the Department. Proof of this ownership shall be available in the facility.
- (b) No facility shall be owned or operated by any person convicted of a crime relating adversely to the person's capability of owning or operating the facility, including, but not limited to, continuing or serious violations of State licensure standards or Federal certification standards or by existence of a criminal conviction or a plea of guilty to a charge of fraud, participant abuse or neglect, or crime of violence or moral turpitude.

8:43F-3.3 Transfer of ownership

- (a) Any proposed change in ownership shall be reported to the Director of the Long Term Care Licensing and Certification Program of the Department in writing at least 30 days prior to the change.
- (b) Prior to transferring ownership of a facility, the prospective new owner shall submit an application to the Long Term Care Licensing and Certification Program. The application shall include the following information:
 - 1. The cover letter stating the applicant's intent to purchase the facility, and identification of the facility by name, address, county, and licensed participant capacity;
 - 2. A description of the proposed transaction, including identification of the current owners of the facility; identification of 100% of the proposed new owners, including the names and addresses of all principals (that is, individuals and/or entities with a 10% or more interest); and, if applicable, a copy of an organizational chart, including parent corporations and wholly owned subsidiaries;
 - 3. A copy of the agreement of sale and, if applicable, a copy of any lease and/or management agreements; and

4. Disclosure of any licensed health care facilities owned, operated, or managed by the proposed owner or any of the principals, in New Jersey or any other state. If facilities are owned, operated, or managed in other states, letters from the state health departments or regulatory agencies in each respective state, verifying that the facilities have operated in substantial compliance during the last 12 month period and have had no enforcement actions imposed during that period of time, must be included in the application.
- (c) The review of an application for a transfer of ownership shall include an evaluation of the applicant's track record, in accordance with N.J.A.C. 8:33-4.10 and 8:43E-5.1.
- (d) When a transfer of ownership application has been reviewed and deemed acceptable, an approval letter from the Long Term Care Licensing and Certification Program shall be sent to the applicant along with licensure application forms.
- (e) After the transaction has been completed, the applicant shall submit the following documents to the Long Term Care Licensing and Certification Program:
1. Completed licensure application forms and the annual licensure fee;
 2. A notarized letter stating the date on which the transaction occurred; and
 3. A copy of a certificate of continuing occupancy from the local township, or a letter from the township verifying a policy of not issuing any such document for changes of ownership.
- (f) For Medicaid certification, the new owner shall contact the Long Term Care Licensing and Certification Program at (609) 633-9042.

8:43F-3.4 Appointment and responsibilities of the administrator

- (a) The license holder shall appoint an administrator who is a full-time employee of the facility. The administrator, or an alternate who shall be designated in writing to act in the absence of the administrator, shall be available on the premises of the facility during the hours when participant care services are being provided.
- (b) The administrator shall be responsible for, but not limited to, the following:
1. Ensuring the development, implementation, and enforcement of all policies and procedures, including participant rights;
 2. Planning and administering the managerial, operational, fiscal, and reporting components of the facility;
 3. Participating in the quality assurance program for participant care and staff performance;

4. Ensuring that all personnel are assigned duties based upon their education, training, competencies, and job descriptions;
5. Ensuring the provision of staff orientation and staff education; and
6. Establishing and maintaining liaison relationships and communication between facility staff and services providers and with participants and their caregivers.

8:43F-3.5 Emergency plans and procedures

- (a) The facility shall develop written emergency plans, policies, and procedures which shall include plans and procedures to be followed in case of medical emergency, equipment breakdown, fire, or other disaster.
- (b) The facility shall maintain emergency equipment, including at a minimum, oxygen, suction, airway and ambu-bag.
 1. At least one person who is currently certified in cardiac life support shall be immediately available on the premises of the adult day health care facility at all times.
- (c) Procedures for emergencies shall specify persons to be notified, process of notification and verification of notification, locations of emergency equipment and alarm signals, evacuation routes, procedures for evacuating participants, procedures for reentry and recovery, frequency of fire drills, and tasks and responsibilities assigned to all personnel.
- (d) The emergency plans, including a written evacuation diagram specific to the unit that includes evacuation procedure, location of fire exits, alarm boxes, and fire extinguishers, and all emergency procedures shall be conspicuously posted throughout the facility. All employees shall be trained in procedures to be followed in the event of a fire and instructed in the use of fire-fighting equipment and evacuation as part of their initial orientation and at least annually thereafter.
- (e) In the event that the facility is unable to provide services to participants as scheduled due to the occurrence of an emergency, the facility shall immediately notify these participants of the change in schedule.
- (f) Drills of emergency plans shall be conducted at least four times a year and documented, including the date, hour, description of the drill, participating staff, and signature of the person in charge. The four drills shall include at least one drill for emergencies due to fire. The facility shall conduct at least one drill per year for emergencies due to another type of disaster, such as storm, flood, other natural disaster, bomb threat, or nuclear accident. All staff shall participate in at least one drill annually, and program participants may take part in drills.
- (g) Fire extinguishers shall be examined annually and maintained in accordance with manufacturers' and National Fire Protection Association (NFPA) requirements. Each fire extinguisher shall be labeled to show the date of such inspection and maintenance.

8:43F-3.6 Administrative policies and procedures

- (a) If a health care facility licensed by the Department provides adult day health services in addition to other health care services, the facility shall adhere to the rules in this chapter and to the rules for licensure of facilities providing the other health care services.
- (b) Except in an emergency, facilities shall not provide program services to individual participants for more than 12 consecutive hours during any calendar day of the year without prior written approval by the Department.
- (c) The facility shall adhere to applicable Federal, State, and local laws, rules, regulations, and requirements.
- (d) A policy and procedure manual(s) for the organization and operation of the facility shall be developed, implemented, and reviewed at intervals specified in the manual(s). Each review of the manual(s) shall be documented, and the manual(s) shall be available in the facility to representatives of the Department at all times. The manual(s) shall include at least the following:
 - 1. A written statement of the program's philosophy and objectives and the services provided by the facility;
 - 2. An organizational chart delineating the lines of authority, responsibility, and accountability for the administration and participant care services of the facility;
 - 3. A description of mechanisms for referral of participants to other health care providers, in order to provide a continuum of care for the participant;
 - 4. A description of the quality assurance program for participant care and staff performance;
 - 5. Specification of the hours and days on which services are provided;
 - 6. Policies and procedures for the maintenance of personnel records for each employee, including, at a minimum, the employee's name, previous employment, educational background, credentials, license number with effective date and date of expiration (if applicable), certification (if applicable), verification of credentials, records of physical examinations, job description, and evaluations of job performance;
 - 7. Policies and procedures, including content and frequency, for physical examinations upon employment and subsequently for employees and for other persons providing direct care services to participants; and

8. Policies and procedures for complying with applicable statutes and protocols to report abuse or mistreatment of elderly or disabled adults, child abuse, sexual abuse, specified communicable disease, rabies, poisonings, and unattended or suspicious deaths. These policies and procedures shall include, but not be limited to, the following:

- i. The notification of any suspected case of participant abuse or exploitation to the State of New Jersey Office of the Ombudsman for the Institutionalized Elderly, pursuant to N.J.S.A. 52:27G-7.1 et seq., if the participant is 60 years of age or older, and if less than 60 years of age, to the DHSS Complaint Program, Division of Long Term Care Systems;
- ii. The notification of any suspected case of child abuse or exploitation to the New Jersey Department of Human Services, Division of Youth and Family Services;
- iii. The development of written protocols for the identification and the treatment of children, elderly or disabled adults who are abused and/or neglected; and
- iv. The provision at least annually of education and/or training programs to appropriate persons regarding the identification and reporting of diagnosed and/or suspected cases of sexual abuse; domestic violence; abuse of the elderly or disabled adult; child abuse; and the facility's policies and procedures.

(e) The policy and procedure manual(s) shall be available and accessible to all participants, staff, and the public.

(f) The facility shall have a written agreement for services not provided directly by the facility. The written agreement, or its equivalent, shall specify that the facility retain administrative responsibility for services rendered and shall require that services be provided in accordance with the rules in this chapter.

(g) The facility shall notify the Department immediately by telephone at 609-633-9034 (609-392-2020 after business hours), followed within 72 hours by written confirmation, of the following:

1. Unanticipated interruption or cessation of program services for three hours or more (excluding closure for inclement weather);
2. Termination of employment of the administrator, and the name and qualifications of the administrator's replacement. If a new administrator cannot be designated within 72 hours, the Department shall be so notified in writing and the facility shall make arrangements for administrative supervision. A new administrator shall be appointed within 30 days;
3. Occurrence of epidemic disease in the facility;

4. All fires, all disasters, and all deaths resulting from accidents or incidents in the facility or related to facility services. The written confirmation shall contain information about injuries to participants and/or personnel, disruption of services, and extent of damages; and
 5. All alleged or suspected crimes committed by or against participants, which shall also be reported at the time of occurrence to the local police department.
- (h) The facility shall conspicuously post a notice that the following information is available in the facility to participants and the public:
1. All waivers granted by the Department in accordance with N.J.A.C. 8:43F-1.4(a);
 2. The list of deficiencies from the last annual licensure inspection and certification survey report (if applicable), and the list of deficiencies from any valid complaint investigation during the past 12 months;
 3. Policies and procedures regarding participant rights; and
 4. A means of contacting the license holder.

8:43F-3.7 Financial arrangements

- (a) The facility shall:
1. Inform participants in writing of the fees for services and supplies (where a fee is charged);
 2. Maintain a written record of all financial arrangements with the participant and/or the participant's family, with copies furnished to the participant;
 3. Assess no additional charges, expenses, or other financial liabilities in excess of the daily, weekly, or monthly rate included in the admission agreement, except:
 - i. Upon written approval and authority of the participant and/or the participant's family, each of whom shall be given a copy of the written approval;
 - ii. Upon written orders of the participant's physician, stipulating specific services and supplies not included in the admission agreement;
 - iii. Upon 15 days' prior written notice to the participant and/or the participant's family of additional charges, expenses, or other financial liabilities due to the increased cost of maintenance and/or operation of the facility; or

iv. In the event of a health emergency involving the participant and requiring immediate, special services or supplies to be furnished during the period of the emergency;

4. Describe for the participant agreements with third-party payors and/or other payors and referral systems for participant's financial assistance; and

5. Describe sliding fee scales and any special payment plans established by the facility.

8:43F-3.8 Quality assurance program

(a) The facility shall establish and implement a written plan for a quality assurance program for participant care. The plan shall specify a timetable and the person(s) responsible for the quality assurance program and shall provide for ongoing monitoring of staff and participant care services.

(b) Quality assurance activities shall include, but not be limited to, the following:

1. At least annual review of staff qualifications and credentials;

2. At least annual review of staff orientation and staff education;

3. Evaluation of participant care services, staffing, infection prevention and control, housekeeping, sanitation, safety, maintenance of physical plant and equipment, participant care statistics, and discharge planning services;

4. Evaluation by participants and their families of care and services provided by the facility;

5. Review of medication errors and adverse drug reactions by the consultant pharmacist;

6. Audit of participant medical records (including those of both active and discharged participants) on an ongoing basis to determine if care provided conforms to criteria established by each participant care service for the maintenance of quality of care; and

7. Establishment of objective criteria for evaluation of the participant care provided by each service.

(c) The results of the quality assurance program shall be submitted to the license holder at least annually and shall include, at a minimum, the deficiencies found and recommendations for corrections or improvements. Deficiencies that jeopardize participant safety shall be reported to the license holder immediately. The administrator shall implement measures to ensure that corrections or improvements are made.

8:43F-3.9 Participant care policies and procedures

(a) Written policies and procedures for the care of participants shall be established, implemented, and reviewed at intervals specified in the policies and procedures. Each review of the policies and procedures shall be documented. Policies and procedures shall include, but not be limited to, policies and procedures for the following:

1. Participant rights;
2. The determination of staffing levels on the basis of the daily census and on the basis of an assessment of the acuity of participant need;
3. The referral of participants to other health care providers, in order to provide a continuum of care for the participant;
4. Emergency care of participants, including notification of the participant's family;
5. Participant instruction and health education, including the provision of printed and/or written instructions and information for participants, with multilingual instructions as indicated;
6. Advance directives, including, but not limited to, the following:
 - i. The circumstances under which an inquiry will be made of adult participants;
 - ii. Requirements for provision of a written statement of participants' rights regarding advance directives, approved by the Commissioner or his or her designee, to such participants; and
 - iii. Requirements for documentation in the medical record;
7. The control of smoking in the facility in accordance with N.J.S.A. 26:3D-1 et seq.;
 - i. At the facility's option, a smoke-free policy may be developed, which includes adequate notice to all applicants for admission to the facility;
 - ii. In the event that participants, staff and visitors are permitted to smoke, they shall smoke only in designated smoking areas having adequate outside ventilation;
 - iii. Nonflammable ashtrays in sufficient numbers shall be provided in designated smoking areas;
 - iv. Any room designated for smoking shall have acceptable indoor air quality and be equipped with a ventilation system that prevents contaminated air from recirculating through the facility;

8. Discharge, transfer, and readmission of participants, including criteria for each;
 9. The care and control of pets if the facility permits pets in the facility or on its premises; and
 10. Exclusion of participants from the facility, and authorization to return to the facility, for participants with communicable disease.
- (b) Prior to admission of the participant, a member of the interdisciplinary team or a representative of a community health agency shall visit the participant's home and perform an assessment of the participant's home environment. The assessment shall be documented in the participant's medical record and shall include assessment of at least the following:
1. Living arrangements;
 2. The participant's relationship with his or her family;
 3. Amenities and facilities available, such as heat, toilet and bathing facilities, and provisions for preparing and storing food;
 4. Existence of environmental barriers, such as stairs, not negotiable by the participant; and
 5. Access to transportation, shopping, religious, social, or other resources to meet the needs of the participant.
- (c) The administrator or a designee shall conduct an interview with the participant and, if possible, the participant's family prior to or at the time of the participant's admission. The interview shall include at least orientation of the participant to the facility's policies and services, hours and days on which services are provided, fee schedule, participant rights, and criteria for admission, treatment, and discharge. A summary of the interview shall be documented in the participant's medical record.
- (d) A participant who manifests such a degree of behavioral disorder to allow the facility to reasonably believe that he or she is a danger to himself or herself or others, or whose behavior may interfere with the health or safety or well-being of other participants, shall not be admitted or retained.
- (e) A person suffering exclusively from substance abuse or misuse shall not be admitted to or retained in the facility.
- (f) All participants in adult day health services facilities shall be 16 years of age or older.
- (g) The facility may admit participants who require wheelchairs if the following conditions are met:

1. The participant shall be restricted to floors that are at grade level, or if not at grade level, the floor shall have handicap access to grade level;
 2. Corridors on floors accommodating participants who require wheelchairs shall be at least 44 inches wide;
 3. Each door through which the participant must travel to exit shall be at least 32 inches in clear width measured with the door open 90 degrees; and
 4. The facility shall be in full compliance with uniform fire safety codes.
- (h) If any condition listed in (g) above is not met, the facility may request approval from the Department to admit the participant. These conditions shall not apply to a participant who is capable of ambulating independently without a wheelchair, but uses a wheelchair for convenience. The Department's determination will be made on a case-by-case basis.
- (i) If the facility is not of fire-resistive construction, participants who are blind or who can walk independently assisted by crutches or other assistive devices shall be accommodated on a floor with direct grade level access.
- (j) If an applicant, after applying in writing, is denied admission to the facility, the applicant and/or the applicant's family shall be given the reason for such denial in writing, signed by the administrator, within 15 days of receipt of the written application.
- (k) Written notification by the administrator shall be provided to a participant and, if possible and appropriate, the family, of a decision to involuntarily discharge the participant from the facility. The notice shall include the reason for discharge and the participant's right to appeal. A copy of the notice shall be entered in the participant's medical record.
- (l) The participant shall have the right to appeal to the administrator any involuntary discharge from the facility. The appeal shall be in writing, and a copy shall be included in the participant's medical record with the disposition or resolution of the appeal.

8:43F-3.10 Verbal and telephone orders

Verbal or telephone orders shall be written into the participant's medical record by the person accepting them and countersigned by the prescriber or verified via the original written order or a plain-paper faxed copy within seven days. Any limits on the use of verbal and telephone orders and criteria for their acceptance shall be defined in the facility's policies and procedures.

8:43F-3.11 Interpretation services

The facility shall demonstrate the ability to provide a means to communicate with any participant who is non-English speaking and/or has a communication disability, using available community or on-site resources.

8:43F-3.12 Notification of family

The participant's family shall be notified in the event that the participant sustains an injury, or an accident or incident occurs, immediately after the occurrence. Immediately following such notification, the notification shall be documented in the participant's medical record.

8:43F-3.13 Use of restraints

The facility shall develop and provide individualized non-restrictive equipment meeting individual needs which fosters and supports a restraint-free environment for all adult participants. However, in pediatric day health facilities, pediatric safety guards may be used, in accordance with assessments and care plans.

8:43F-3.14 Participant follow-up

The facility shall establish and implement policies and procedures for follow-up of participants in the event that a participant does not appear for services on scheduled days, and for documentation of the follow-up in the participant's medical record.

8:43F-3.15 Provision of beds, lounges or recliners

The facility shall provide at least one item of comfortable furniture, such as a bed, lounge, recliner, or equivalent, selected in accordance with assessments of participants' needs to rest or recline, for every ten adult day health care participant equivalents, calculated on the basis of the licensed capacity.

8:43F-3.16 Assistance with activities of daily living

Assistance with activities of daily living shall be provided to participants who require such assistance.

8:43F-3.17 Security and accountability during transportation

The facility shall develop and implement plans for security and accountability for the participant and the participant's personal possessions while transportation services are being provided.

8:43F-3.18 Calibration of instruments

All instruments of measurement shall be calibrated in accordance with manufacturers' instructions.

8:43F-3.19 General record policies

(a) The following records shall be maintained by the facility:

1. A chronological listing of participants admitted and discharged, including the destination of participants who are discharged; and
2. Statistical data concerning utilization of program services and demographic information related to participants or other data as may be required by these rules.

8:43F-3.20 Maintenance of medical records

- (a) A current, complete medical record shall be maintained for each participant and shall contain documentation of all services provided.
- (b) Written objectives, policies, a procedure manual, an organizational plan, and a quality assurance program for medical record services shall be developed and implemented.
- (c) A record system shall be maintained in which the participant's complete medical record is filed as one unit in one location within the facility.

8:43F-3.21 Assignment of responsibility

Responsibility for the medical record service shall be assigned to a full-time employee who, if not a medical record practitioner, functions in consultation with a person so qualified.

8:43F-3.22 Contents of medical records

- (a) The participant's complete medical record shall include, but not be limited to, the following:
 1. Participant identification data, including name, date of admission, address, date of birth, race, religion (optional), sex, referral source, payment plan, marital status, and the name, address, and telephone number of the person(s) to be notified in an emergency, and travel directions to the participant's home;
 2. The participant's signed acknowledgment that the participant or the participant's legally authorized representative has been informed of, and given a copy of, participant's rights;
 3. An assessment of the participant's home environment based upon a visit to the participant's home;
 4. A summary of the admission interview;
 5. Documentation of the medical history and physical examination signed and dated by the physician;
 6. Assessments developed by each service providing care to the participant;
 7. A care plan;

8. Clinical notes, which shall be entered on the day service is rendered;
9. Progress notes;
10. A record of medications administered, including the name and strength of the drug, date and time of administration, dosage administered, method of administration, and signature of the person who administered the drug;
11. A record of self-administered medications, if the participant self-administers medications;
12. Documentation of allergies in the medical record and on its outside front cover;
13. Documentation of dental, laboratory, and radiological services provided;
14. A record of referrals to other health care providers;
15. Documentation of consultations;
16. Any signed written informed consent forms;
17. Documentation regarding an advance directive, if applicable;
18. A record of any treatment, drug, or service offered by personnel of the facility and refused by the participant;
19. All orders for treatment, medication, and diets, signed by a physician. Physician orders for speech-language pathology, physical therapy, and occupational therapy services shall include specific modalities and the frequency of treatment;
20. An attendance record listing all of the days on which the participant was in the facility;
21. A current photograph of the participant; and
22. The discharge summary, in accordance with N.J.S.A. 26:8-5 et seq.

8:43F-3.23 Medical records policies and procedures

- (a) All orders for participant care shall be prescribed in writing and signed and dated by the prescriber.
- (b) All entries in the participant's medical record shall be written legibly in ink, dated, and signed by the recording person or, if a computerized medical records system is used, authenticated.

1. If an identifier such as a master sign-in sheet is used, initials may be used for signing documentation, in accordance with applicable professional standards of practice.
 2. If computer-generated orders with an electronic signature are used, the facility shall develop a procedure to assure the confidentiality of each electronic signature and to prohibit the improper or unauthorized use of computer-generated signatures.
 3. If a facsimile communications system (FAX) is used, entries into the medical record shall be in accordance with the following procedures:
 - i. The physician, nurse practitioner, certified nurse specialist, or New Jersey licensed physician assistant shall sign the order, history and/or examination at an off-site location;
 - ii. The order or document shall be faxed to the facility for inclusion into the medical record;
 - iii. The physician shall submit the original for inclusion into the medical record within seven days; and
 - iv. The faxed copy shall be replaced by the original. If the facsimile reports are produced by a plain-paper facsimile process that produces a permanent copy, the plain-paper report may be included as a part of the medical records, as an alternative to replacement of the copy by the original report.
- (c) If a participant or the participant's legally authorized representative requests in writing a copy of his or her medical record, a legible photocopy of the record shall be furnished at a fee based on actual costs, which shall not exceed prevailing community rates for photocopying. A copy of the medical record shall be provided to the participant or the participant's legally authorized representative within thirty days of request.
1. The facility shall establish a policy assuring access to copies of medical records for participants who do not have the ability to pay.
 2. The facility shall establish a fee policy providing an incentive for use of abstracts or summaries of medical records. The participant or his or her authorized representative, however, has a right to receive a full or certified copy of the medical record.
- (d) Access to the medical record shall be limited only to the extent necessary to protect the participant. A verbal explanation for any denial of access shall be given to the participant or legally authorized representative by the physician and there shall be documentation of this in the medical record. In the event that direct access to a copy by the participant is medically contraindicated (as documented by a physician in the participant's medical record), the medical record shall be made available to a legally authorized representative of the participant or the participant's physician.

- (e) The participant shall have the right to attach a brief comment or statement to his or her medical record after completion of the medical record.
- (f) The record shall be protected against loss, destruction, or unauthorized use. Medical records shall be retained for a period of 10 years following the most recent discharge of the participant. A summary sheet shall be retained for a period of 20 years, and X-ray films or reproductions thereof shall be retained for a period of five years, in accordance with N.J.S.A. 26:8-5.
- (g) The facility shall develop policies regarding the specific period of time within which the medical record shall be completed following participant discharge and disciplinary action for non-compliance.
- (h) The facility shall develop a procedure for the transfer of participant information when the participant is transferred to another health care facility.
- (i) If the facility plans to cease operation, it shall notify the Department in writing, at least 14 days before cessation of operation, of the location where medical records will be stored and of methods for their retrieval.

SUBCHAPTER 4. ASSESSMENT; PLAN OF CARE; PARTICIPANT'S RIGHTS

8:43F-4.1 Assessment

- (a) A registered professional nurse (RN) shall assess the nursing needs of each participant, coordinate the written interdisciplinary care plan, and ensure the timeliness of all services.
- (b) An initial assessment shall be completed for each participant on the day of admission and shall include at least personal hygiene, immediate dietary needs, medications, ambulation and diagnosis.
- (c) A physician shall provide orders for each participant's care beginning on the day of admission.
- (d) Each physician order shall be executed by the nursing, dietary, social work, activities, rehabilitation or pharmacy service, as appropriate in accordance with professional standards of practice.
- (e) A comprehensive assessment shall be completed for each participant within 14 days of attendance. The comprehensive assessment shall include, at a minimum, evaluation of the following:
 - 1. Cognitive patterns;
 - 2. Communication/hearing patterns and vision;
 - 3. Physical functioning;
 - 4. Psychosocial well-being;
 - 5. Medical condition/diagnoses;
 - 6. Nutritional status and life style;
 - 7. Oral/dental status;
 - 8. Skin condition;
 - 9. Medication use; and
 - 10. Special treatment and procedures, assistive devices.

(f) The assessment required by (e) above shall be documented on the NJEASE Comprehensive Assessment Tool, incorporated herein by reference as chapter Appendix F, or on an equivalent assessment instrument which has been developed by the facility.

8:43F-4.2 Development and implementation of care plans, and discharge

(a) A written initial plan of care shall be developed, based on the initial assessment. The plan of care shall include, but not be limited to, the following:

1. Orders for treatment or services, medications, and diet, if needed;
2. The participant's needs and preferences for himself or herself;
3. The specific goals of care, if appropriate;
4. The participant's scheduled days of attendance; and
5. The time intervals at which the participant's response to treatment will be reviewed.

(b) The interdisciplinary care plan shall be based on the comprehensive assessments provided by nursing, dietary, activities, and social work staff; and when ordered by the physician, other health professionals, including pharmacy consultation, shall also provide assessments. The care plan shall include measurable objectives with interventions based on the participant's care needs and means of achieving each goal. The complete care plan shall include, if appropriate, rehabilitative/restorative measures, preventive intervention, and training and teaching of self-care.

(c) There shall be a scheduled review and evaluation in each service involved in the initial assessment, plus other areas which the physician or interdisciplinary team indicates are necessary. Reassessments shall be performed as necessary, based on participant's needs, but at least quarterly for adult participants.

(d) Care plans shall include discharge planning which will address the participant's changing status that may alter the appropriateness of day care and necessitate helping the caregiver to access alternative resources.

(e) The participant and, if indicated, family members shall assist in developing the plans for discharge.

8:43F-4.3 Policies and procedures regarding participant rights

(a) The facility shall establish and implement written policies and procedures regarding the rights of participants. These policies and procedures shall be available to participants, staff, and the public and shall be conspicuously posted in the facility.

(b) The staff of the facility shall receive in-service education concerning the implementation of policies and procedures regarding participant rights.

(c) The facility shall comply with all applicable State and Federal statutes and rules concerning participant rights, including N.J.S.A. 52:27G-7.1 et seq. The State of New Jersey Office of the Ombudsman for the Institutionalized Elderly shall be notified of any suspected case of participant abuse or exploitation pursuant to N.J.S.A. 52:27G-7.1 et seq., if the participant is 60 years of age or older. For participants under 60 years of age, the Department of Health and Senior Services shall be notified.

(d) The Department of Human Services, Division of Youth and Family Services, shall be notified of any suspected child abuse.

8:43F-4.4 Rights of each participant

(a) Participant rights, policies, and procedures shall ensure that, at a minimum, each participant admitted to the facility:

1. Is informed of these rights, as evidenced by the participant's (or, if the participant is incapacitated or under age 18, his or her parent's, legal guardian's, spouse's, or other responsible party's) written acknowledgement prior to or upon admission, and receives an explanation, in terms that the participant can understand, and a copy of the participant rights;
2. Is informed of services available in the facility, of the names and professional status of the personnel providing and/or responsible for the participant's care, and is given a written statement of fees and related charges, including the payment, fee, deposit, and refund policy of the facility and any charges for services not covered by sources of third-party payment or not covered by the facility's basic rate;
3. Is assured of care in accordance with the care plan, and is informed of the care plan, unless medically contraindicated as documented by a physician in the participant's medical record. Upon request, is informed of the risks associated with the use of any drugs and/or procedures provided by the facility. Has the opportunity to participate in the planning of the participant's care. May give consent to or refuse medication and treatment, and may refuse to participate in experimental research;
4. Is informed of the alternatives for care and treatment;
5. Is transferred or discharged only for medical reasons or for the participant's welfare or that of other participants upon the written order of the participant's physician, as documented in the participant's medical record, except in an emergency situation, in which case the administrator shall notify the physician and the family immediately following the transfer and document the reason for the transfer in the participant's medical record. If a transfer or discharge on a non-emergency basis is requested by the facility, including transfer or discharge for nonpayment for services (except as prohibited by sources of

third-party payment), the participant's and the participant's family shall be given at least 30 days advance written notice of such transfer or discharge;

6. Has access to and/or may obtain a copy of the participant's medical record, in accordance with the facility's policies and procedures;

7. Is free from mental and physical abuse, free from exploitation, and free from the use of chemical and physical restraints. Drugs and other medications shall not be used for punishment or for convenience of facility personnel;

8. Is assured confidential treatment of the participant's records and disclosures, and shall have the opportunity to approve or refuse their release to any individual, except in the case of the participant's transfer to another health care facility or as required by law or third-party payment contract;

9. Is treated with courtesy, consideration, respect, and recognition of the participant's dignity, individuality, and right to privacy, including, but not limited to, auditory and visual privacy and confidentiality concerning treatment and disclosures. Privacy of the participant's body shall be maintained during toileting, bathing, and other activities of personal hygiene;

10. Is not required to perform work for the facility unless the work is part of the care plan and is performed voluntarily by the participant. Such work shall be in accordance with local, State, and Federal laws and rules;

11. May associate and communicate privately with persons of the participant's choice and may join with other participant's or individuals within or outside the facility to work for improvements in participant care;

12. Is allowed to conduct private telephone conversations;

13. Is assured of civil and religious liberties, including the right to independent personal decisions. No religious beliefs or practices, or any attendance at religious services, shall be imposed upon any participant;

14. Is not the object of discrimination with respect to participation in regularly scheduled recreational activities (except as provided at N.J.A.C. 8:43F-5.21(c)), meals, or other social functions because of age, race, religion, sex, nationality, or ability to pay. The participant's participation may not be restricted or prohibited, unless the participant consents and the restriction or prohibition is documented by the participant's physician in the participant's medical record;

15. Is not deprived of any constitutional, civil, and/or legal rights solely because of admission to the facility; and

16. Is encouraged and assisted to exercise rights as a participant and as a citizen, may voice grievances on behalf of the participant or others, and has the right to recommend changes in policies and services to facility personnel and/or to outside representatives of the participant's choice, free from restraint, interference, coercion, discrimination, or reprisal.

(b) The administrator shall provide all participants and/or their families with the name, address, and telephone number of the following offices where complaints may be lodged:

Division of Long Term Care Systems
New Jersey Department of Health and Senior Services
P.O. Box 367
Trenton, New Jersey 08625-0367
Telephone: (800) 792-9770

State of New Jersey
Office of the Ombudsman for Institutionalized Elderly
P.O. Box 808
Trenton, New Jersey 08625-0808
Telephone: 1-877-582-6995

New Jersey Division of Medical Assistance and Health Services
P.O. Box 712
Trenton, N.J. 08625-0712
Telephone: (609) 588-2630

Division of Youth and Family Services
P.O. Box 717
Trenton, N.J. 08625-0717
Telephone: (609) 292-6920, or (800)-792-8610

(c) The administrator shall also provide all participants and/or their families with the telephone number of the local (county) agency of the Adult Protective Services Program (APS), for adult participants, or the Division of Youth and Family Services Office of Child Abuse Control or District Office, for pediatric participants.

(d) The telephone numbers in (b) and (c) above, shall be conspicuously posted in the facility at every public telephone and on all bulletin boards used for posting public notices.

SUBCHAPTER 5. SERVICES

8:43F-5.1 General services provided

- (a) The facility shall provide, in accordance with the rules in this chapter, preventive, diagnostic, therapeutic, and rehabilitative services to participants who do not require 24-hour inpatient health care.
- (b) The facility, at a minimum, shall provide the following services: dietary, nursing, activities, pharmaceutical, and social work, directly in the facility.
- (c) The facility shall provide or arrange for the following services: occupational therapy, physical therapy, and speech-language pathology, either in the facility or outside of the facility. Habilitative services shall be provided or arranged for children and adult participants with developmental disabilities.
- (d) The facility shall make referrals for services, which shall include, but not be limited to, dental, laboratory, medical, and radiological.
- (e) The facility shall provide transportation services, either directly or through contractual arrangements, to all participants who require transportation between the facility and the participant's home. No participant's transportation time shall exceed two hours to and from the facility.
- (f) The adult day health service program shall be provided for at least five consecutive hours and no more than 12 hours daily, exclusive of transportation time, for a minimum of five days per week.
- (g) Adult day health service facilities shall provide at least one full-time, or full-time equivalent, direct care staff member for every nine participant equivalents, calculated on the basis of the daily census.
- (h) The facility shall maintain a daily record of participant attendance for each day during which services are provided.

8:43F-5.2 Dietary services

The adult day health services facility shall provide a minimum of one meal per day to participants as well as nutritionally appropriate snacks. The meal shall supply at least one-third of the daily caloric and protein requirements recommended by the Nutrition Board of the National Academy of Sciences, National Research Council, and shall contain three or more menu items, one of which is or includes a high quality protein food such as meat, fish, eggs, or cheese.

8:43F-5.3 Administrator's responsibilities for dietary services

- (a) If meals are prepared in the facility, the administrator shall designate a food service supervisor who, if not a dietitian, functions with scheduled consultation from a dietitian. The food service supervisor shall be present in the facility during food preparation and service.
- (b) If the food service supervisor is not a dietitian, the administrator shall designate a consultant dietitian who shall review the dietary services on a regularly scheduled basis, make recommendations, assess the nutritional needs of participants and provide nutritional counseling.
- (c) If meals are prepared off-site or catered, the administrator or the administrator's designee shall be responsible for the direction, provision and quality of the dietary services.
 - 1. If the off-site catering service does not employ a food service supervisor who is qualified in accordance with 8:43F-6.5, the administrator or administrator's designee shall specify the facility's needs, assess the quality of the services, and ensure that the services conform to the standards of this chapter.
 - 2. The administrator or the administrator's designee shall appoint a consultant dietitian who shall review the dietary services on a regularly scheduled basis, make recommendations, assess the nutritional needs of participants and provide nutritional counseling.

8:43F-5.4 Requirements for dietary services

- (a) The dietary service shall comply with the provisions of N.J.A.C. 8:24.
- (b) A current diet manual shall be available to personnel in the facility, and, if applicable, to the off-site food provider.
- (c) Meals shall be planned, prepared, and served in accordance with, but not limited to, the following:
 - 1. Menus shall be prepared with regard for the nutritional and therapeutic needs, cultural backgrounds, food habits, and personal food preferences of participants;
 - 2. Written, dated menus shall be planned at least 14 days in advance for all diets. The same menu shall not be used more than once in any continuous seven-day period;
 - 3. Current menus with portion sizes and any changes in menus shall be posted in the food preparation and/or serving area. Menus, with changes, shall be kept on file in the dietary service for at least 30 days;
 - 4. Diets served shall be consistent with the diet manual and shall be served in accordance with physicians' orders;

5. Food shall be prepared by cutting, chopping, grinding, or blending to meet the needs of each participant;
6. Nutrients and calories shall be provided for each participant, as ordered by a physician, based upon current recommended dietary allowances of the Food and Nutrition Board of the National Academy of Sciences, National Research Council, adjusted for age, sex, weight, physical activity, and therapeutic needs of the participant;
7. Nutritionally appropriate snacks shall be provided and beverages shall be available at all times for each participant, unless medically contraindicated as documented by a physician in the participant's medical record;
8. Substitute foods and beverages of equivalent nutritional value shall be available to all participants;
 - i. If food is prepared off-site, the facility shall have a system to inform the caterer each day of the number and types of meals required and any substitutions;
 - ii. Minimum supplies of food (for example, cereal, peanut butter, tuna, canned fruits and vegetables, and juices) shall be maintained in facilities with an off-site food preparation system so that simple meals can be prepared in the event there are last minute requests or emergency situations;
9. Designated staff shall be responsible for observing meals refused or missed and documenting the name of the participant and the meal refused or missed;
10. Self-help feeding devices shall be provided;
11. All meals shall be attractive when served to participants;
12. All participants shall eat in a dining area with sufficient space to accommodate all participants simultaneously at each meal; and
13. A record shall be maintained in the serving area for each participant, identifying the participant by name, diet order, and other information, such as meal patterns when on a calculated diet and allergies.

8:43F-5.5 Provision of medical services

- (a) Medical services shall be provided as follows:

1. The facility administrator, with the medical consultant, shall establish written medical and administrative policies governing the provision of medical services to the participants;

2. Any medical services required (including podiatry services, see N.J.A.C. 10:57-1.11) shall be coordinated by the participant's attending physician;
3. If the participant has no attending physician, the facility shall assist the participant to secure one;
4. The participant may choose the medical consultant as his or her attending physician, provided the medical consultant becomes the participant's attending physician with all the responsibilities attendant to such a role over a 24-hour period on a continuing basis;
5. An individual medical record shall be maintained for each participant; and
6. The attending physician shall provide medical orders for treatment of participants, which shall include medication; diet; activities permitted; therapies, such as physical therapy, occupational therapy, and speech-language pathology services; and other services as necessary (that is, laboratory tests, dental, etc.).

8:43F-5.6 Designation of medical consultant

A physician shall be designated to serve as medical consultant.

8:43F-5.7 Medical consultant's responsibilities

- (a) The medical consultant shall be responsible for, but not limited to, the following:
 1. Assisting the facility in developing written objectives, policies, a procedure manual, an organizational plan, and a quality assurance program for the medical service;
 2. Assisting in the coordination and integration of medical services with other participant care services to provide a continuum of care for the participant; and
 3. Reviewing written medical policies in cooperation with the physicians responsible for providing care to the participants.
- (b) The medical consultant may be an attending physician for participants.

8:43F-5.8 Responsibilities of physicians

- (a) A physician and an alternate physician shall be designated for each participant, who can be contacted when necessary, including in the event of a medical emergency. The physician who provides care to the participant shall provide the following information, which shall be included in the participant's medical record:

1. A signed, dated medical history and physical examination report, including results of a chest X-ray, if performed. The history and physical examination shall be performed within 30 days prior to or upon admission to the program;

2. Certification that the participant requires the type and intensity of care provided by the facility and is free of communicable disease; and
3. Specification of the degree of participant mobility and specification of any assistive devices that the participant requires.

(b) The facility shall have a mechanism to ensure that the physician shall participate in developing, implementing, reviewing, and revising the participant's care plans.

(c) Following the initial examination, certification and orders provided by the physician, subsequent examinations and orders may be delegated to a nurse practitioner or clinical nurse specialist, certified in accordance with The Nurse Practitioner/Clinical Nurse Specialist Certification Act (N.J.S.A. 45:11-45 et seq.), and rules (N.J.A.C. 13:37), or to a New Jersey licensed physician assistant, licensed in accordance with N.J.A.C. 13:35-2B.

8:43F-5.9 Provision of nursing services

(a) The facility shall provide nursing services to participants, directly in the facility.

(b) A registered professional nurse shall be available in the facility at all times when the facility is operating. Additional licensed professional personnel shall be present in facilities where the daily attendance exceeds 60 participants. The registered professional nurse shall be responsible for the supervision of licensed and ancillary nursing staff.

(c) The registered professional nurse shall be responsible for, but not limited to, the following:

1. Interviewing the participant and caregivers in order to evaluate the participant's health status and health care needs;
2. Maintaining the standards of nursing practice including, but not limited to: monitoring of identified medical conditions, administration and supervision of prescribed medications and treatments; coordination of rehabilitative services, development of a restorative nursing plan; monitoring of clinical behavior and nutritional status; assisting with the maintenance or redevelopment of the activities of daily living skills; monitoring growth and development; implementing infection control procedures; and communicating findings to the attending physician;
3. Managing medical emergencies;
4. Documenting the nursing services provided, including the initial assessment and evaluation of the participant's health care needs, development of the nursing component of the individualized plan of care, evaluation of the participant's progress in reaching established goals and defining the effectiveness of the nursing component of the individualized plan of care;

5. Overseeing the development of the initial individualized interdisciplinary plan of care;
6. Alerting others involved with the participant's care about changes in status and the need to change the individualized interdisciplinary plan of care;
7. Developing community medical referral resources and maintaining on-going communication with those providers;
8. Linking the participant to necessary health care services outside the program;
9. Coordinating the services provided by other staff to meet the mutually identified health care and psychosocial needs of each recipient;
10. Providing in-service training to center staff about the participant's health care needs;
11. Coordinating and implementing the facility's quality assurance program in conjunction with the multidisciplinary team;
12. Providing health education for a participant's family or primary caregiver; and
13. Serving as an advocate to assist the participant/caregiver to resolve problems.

(d) The facility's nursing staff shall assure that nursing services provided to participants are coordinated with health services currently received at home, as well as with existing community health agencies and services available to participants in time of need.

8:43F-5.10 Designation of director of nursing services

(a) A registered professional nurse shall be designated in writing as the director of nursing services and shall be on duty at all times when services are being provided. A registered professional nurse shall be designated in writing to act in the director's absence.

1. Additional licensed nursing personnel and ancillary nursing personnel shall be provided in accordance with the facility's policies and procedures for determining staffing levels on the basis of an assessment of the acuity of participants.

8:43F-5.11 Responsibilities of director of nursing services

(a) The director of nursing services shall be responsible for the direction, provision, and quality of nursing services provided to participants. The director of nursing services shall be responsible for developing and implementing written objectives, standards of practice, policies and procedures and an organizational plan for the nursing service.

(b) Written policies and procedures shall include, but not be limited to, the following:

1. Procedures for the assessment of the health service needs of all participants;

2. Procedures for monitoring the conditions of the participants on a continuing basis;
3. Procedures for the notification of the administrator if there are significant changes in a participant's condition;
4. Procedures for the assessment of the participant's need for referral to a physician;
5. Procedures for maintaining records as required by the facility; and
6. A policy statement that each nurse shall serve as a resource person and health educator to the participants and to the administrator of the facility.

8:43F-5.12 Responsibilities of licensed nursing personnel

The facility shall provide nursing services and licensed nursing and ancillary personnel at all times during which the facility is open. In accordance with N.J.A.C. 13:37-6.2, the registered professional nurse may delegate selected nursing tasks in the implementation of the nursing regimen to licensed practical nurses and ancillary nursing personnel.

8:43F-5.13 Personal care services

- (a) To insure quality personal care, facility staff shall make daily checks to assure that participants are maintaining personal hygiene, receiving medications as prescribed (which includes assuring the renewal of prescriptions as necessary and the disposition of outdated or discontinued drugs), and participating in appropriate social and recreational activities.
- (b) Personal care services shall include education in assistance with activities of daily living (for example, walking, eating, toileting, grooming) and supervision of personal hygiene.

8:43F-5.14 Provision of pharmacy services

- (a) The facility shall designate a pharmaceutical consultant, who is not the pharmacy provider and does not have an affiliation with the pharmacy provider, and is responsible, in accordance with New Jersey State Board of Pharmacy Rules, N.J.A.C. 13:39, for the following:
 1. Establishing written policies and procedures to ensure the safe use, labeling, storage, integrity, administration, control and accountability of all drugs stored or administered by the facility;
 2. Reviewing the records of all participants at least every 90 days to assure that the medication records are accurate, up-to-date and that these records indicate that medications are administered or self-administered in accordance with physician's orders;

3. Reviewing records at least every 90 days to assure drug regimen, laboratory tests, special dietary requirements, and foods or natural or herbal medicines used or administered concomitantly with other medications to the same recipients are monitored for potential adverse reaction, allergies, drug interaction, contraindications, rationality, drug evaluation, and test modification; and that all irregularities or recommended changes are documented on the recipient's record and reported to the administrator or attending physician;
4. Providing and documenting in-service training and consultation with staff and, if appropriate, participants of the center as required to assure compliance with pharmaceutical compliance and utilization;
5. Devoting a minimum of one hour a month to carry out the responsibilities under this section; and
6. Maintaining a written record of activities, findings and recommendations.

8:43F-5.15 Drug administration policies and procedures

- (a) The facility shall establish a system to accurately identify participants before any drug is administered.
- (b) Medications shall be accurately administered by properly authorized individuals who shall ensure that the right drug is administered to the right person in the right dose through the right route of administration at the right time.

8:43F-5.16 Pharmacy reporting policies and procedures

- (a) The consultant pharmacist shall report any irregularities to the director of nurses, who shall report to the administrator and the attending physician. These reports shall be acted upon.
- (b) Medication allergies shall be documented in the participant's medical record and on its outside front cover and communicated to the provider or dispensing pharmacy.
- (c) Medication errors and adverse reactions shall be reported immediately to the director of nursing or the alternate to the director of nursing, and a description of the error or adverse drug reaction shall be entered into the medical record before the end of the employee shift. If the participant has erroneously received medication, the participant's physician who prescribed the medication shall be notified immediately. If a medication error originated in the pharmacy, the pharmacy shall be notified immediately.

8:43F-5.17 Pharmacy control policies and procedures

(a) The label of each participant's individual medication container or package shall be permanently affixed and contain the following information, except as provided by (b) and (c) below:

1. The participant's full name;
2. The prescriber's name;
3. The prescription number;
4. The name and strength of the medication;
5. The quantity dispensed;
6. Directions for use;
7. The date upon which the medication is dispensed; and
8. The manufacturer's name if generic.
 - i. If a generic substitute is used, the medication shall be labeled in accordance with the Drug Utilization Review Formulary, N.J.S.A. 24:6E-1 et seq. and N.J.A.C. 8:71; and
9. The expiration date, if dispensed in any packaging other than the manufacturers original packaging, and in accordance with N.J.A.C. 13:39-5.9.

(b) If medications are dispensed to participants from out-of-State pharmacies, the facility shall request in writing each pharmacy to label medications in accordance with (a) above.

(c) The dispensed container for any product shall bear all auxiliary labeling as recommended by the manufacturer and/or as deemed appropriate in the professional judgement of the dispensing pharmacy.

(d) Alternative medication delivery systems, such as unit-of-use, unit dose or customized medication packages, shall be labeled, dispensed, stored, accounted for, and monitored in accordance with the New Jersey State Board of Pharmacy rules, N.J.A.C. 13:39, the United States Pharmacopoeia, and generally accepted standards of pharmaceutical practice for drug distribution systems. Required information appearing on individually packaged medications or within an alternative medication delivery system need not be repeated on the label.

(e) Over-the counter (OTC) medications may be kept as stock. These medications shall be approved by the pharmacy consultant, monitored for accountability, and labeled to include medication name, strength, manufacturer's name, lot number, expiration date, recommended dosage for OTC use (if repackaged), and applicable cautionary and/or accessory labeling.

8:43F-5.18 Rehabilitation/habilitation services

(a) Rehabilitative/habilitative services, which include physical therapy, occupational therapy, and speech-language pathology services, shall be provided by the facility to those participants whose need for these services has been definitely described in the individualized plan of care and ordered by the attending physician.

(b) Physician orders for speech-language pathology, physical therapy, occupational therapy, and audiology services shall include specific modalities and the frequency of treatment, and shall be entered into the participant's medical record.

(c) Physician orders for medically appropriate speech-language pathology, physical therapy, and audiology services shall be properly followed, and the results of these services shall be entered into the participant's medical record.

(d) Appointments for speech-language pathology evaluation, physical therapy evaluation, occupational therapy evaluation, and audiology evaluation shall be made within five days of the participant's program attendance.

8:43F-5.19 Rehabilitation/habilitation supplies and equipment

(a) Space for rehabilitation therapy and/or habilitation services shall be provided in the facility, or, if space is unavailable, arrangements shall be made for transportation of participants who require rehabilitation therapy and/or habilitation services.

(b) Visual privacy and provisions for auditory privacy shall be provided for participants during evaluation and rehabilitation and/or habilitation treatment, when clinically indicated.

(c) If the facility provides physical therapy on-site, physical therapy equipment available to the participants shall include at least parallel bars, stairs, mats, and padded tables.

8:43F-5.20 Provision of social work services

(a) The facility shall arrange for the provision of social work services to participants who require them, in accordance with N.J.S.A. 45:15BB-1 et seq. and N.J.A.C. 13:44G.

(b) The social work staff shall provide, but not be limited to, the following social services:

1. Interviewing the participant and caregiver to obtain a social assessment and evaluation of needs and problems;

2. Providing or arranging for individual, family and group counseling in reference to psychological, social, financial, legal, vocational, and educational needs of the participant;
3. Assisting with obtaining concrete services; for example, housing, shopping, clothing etc;
4. Referring to and/or developing support groups and educational programs for caregivers and participants;
5. Arranging and/or providing crisis intervention;
6. Providing family outreach;
7. Coordinating participant's care plans with other community resources;
8. Providing in-service training to staff on participant/caregiver psychosocial needs;
9. Participating in the facility's quality assurance program;
10. Participating in professional organizations and seminars;
11. Participating in participants' case conferences; for example, pre-admissions and post-admissions, problem-oriented cases; and
12. Documenting assessments, treatment plans, evaluations and clinical notes (as defined at N.J.A.C. 8:43F-1.2).

(c) A social worker shall provide social work services in the facility for at least 30 minutes per week per participant equivalent, calculated on the basis of the daily census.

8:43F-5.21 Provision of activities services

- (a) Activities staff shall arrange a diversity of programs to maintain adult participants' sense of usefulness and self-respect.
- (b) Activities programs shall take place in individual and group settings, on an ongoing basis.
- (c) Facility activities programs shall be available to all participants regardless of their financial status, with the exception of special events for which there is a charge for all participants.

8:43F-5.22 Designation of activities director

(a) The facility shall designate an activities director who shall be responsible for the direction, provision, and quality of the activities service. The activities director shall be responsible for, but not limited to, the following:

1. Participating in developing and implementing written objectives, policies, a procedure manual, and an organizational plan;
2. Participating in the facility's quality assurance program;
3. Ensuring that services are provided and are coordinated with other services to provide a continuum of care for the participant;
4. Participating in staff education activities and providing consultation to facility personnel; and
5. Developing and posting a current monthly activities schedule where it can be read by participants, staff, and visitors, and maintaining a record of such schedules for one year.

(b) Facility staff, under the direction of the activities director, shall provide a planned program of social, physical, spiritual, psychological and cognitive activities. The activities shall reflect and be adapted to the needs, interests and capabilities of the participants.

1. The facility may involve volunteers in the implementation of the activities program;
2. Activities shall include, but not be limited to:
 - i. Discussion groups (reality orientation, remotivation);
 - ii. Arts and crafts;
 - iii. Specialty groups;
 - iv. Exercise groups;
 - v. Educational programs;
 - vi. A participant council;
 - vii. Special events (parties, entertainment);
 - viii. Excursions or outings;
 - ix. Community service projects; and

- x. Individualized programs.
3. The participants and their families, when possible, shall be involved in the planning and implementation of the activities program.
4. The activity staff shall:
- i. Participate in all participant conferences;
 - ii. Participate in professional organizations and seminars;
 - iii. Document assessments, treatment plans, evaluations and clinical notes; and
 - iv. Participate in the facility's quality assurance program.

8:43F-5.23 Transportation services

- (a) The facility shall provide safe transportation services, either directly or through contractual arrangements, to all participants who require transportation between the facility and the participant's home. No participant's total daily transportation time shall exceed two hours.
- (b) Vehicles shall be maintained in safe operating order.
- (c) The facility shall maintain insurance on the vehicles.
- (d) The facility shall comply with all applicable Department of Transportation rules promulgated under N.J.S.A. 39:1-1 et seq.

SUBCHAPTER 6. STAFF REQUIREMENTS

8:43F-6.1 Mandatory staffing requirements

- (a) The facility shall have adequate staff capability to provide services and supervision to the participants at all times. The composition of the staff shall depend in part on the needs of the participants and on the number of participants the program is serving. At a minimum, the facility shall have an administrator/director, a registered professional nurse, a social worker, an activities director and a medical consultant, as well as having a registered pharmacist and a qualified dietitian as consultants.
- (b) Adult day health services facilities shall provide at least one full-time, or full-time equivalent, direct care staff member for every nine participant equivalents, calculated on the basis of the daily census. Additional staff members shall be provided when assessment of the acuity of participants indicates that additional staff members are required, in accordance with the facility's policies and procedures for determining staffing levels.
 - 1. Without compromising the above required staff-participant ratio of one to nine for day health services facilities serving adults, various staff positions could combine functions within one person, that is, the administrator/director may be a social worker or activities director, performing dual functions of the director/social worker or the director/activities director. In adult day health services facilities serving adults with 36 or more participants the director may not serve a dual function. New adult programs for start-up purposes, or with less than 10 participants, may have no fewer than two full time staff persons. The registered professional nurse shall occupy one of these positions.
- (c) The facility shall maintain a daily record of participant attendance for each day during which services are provided.
- (d) If a health care facility licensed by the Department provides adult day health services in addition to other health care services, the facility shall adhere to the rules in this chapter and to the rules for licensure of facilities providing the other health care services.
- (e) Except in an emergency, facilities shall not provide program services to individual participants for more than 12 consecutive hours during any calendar day of the year without prior written approval by the Department.
- (f) The facility shall adhere to applicable Federal, State, and local laws, rules, regulations, and requirements.

8:43F-6.2 Personnel

(a) The facility shall make reasonable efforts to ensure that staff providing direct care to participants in the facility are in good physical and mental health, emotionally stable, of good moral character, are concerned for the safety and well-being of participants; and have not been convicted of a crime relating adversely to the person's ability to provide care to participants, except where the applicant or employee with a criminal history has demonstrated his or her rehabilitation, to the satisfaction of the license holder, in order to qualify for employment at the facility.

1. "Reasonable efforts" shall include, but not be limited to, an inquiry on the employment application, reference checks, and/or criminal background checks where indicated or necessary.

(b) The facility shall develop written job descriptions and ensure that personnel are assigned duties based upon their education, training, and competencies, and in accordance with their job descriptions.

(c) All personnel who require licensure, certification, or authorization to provide care to participants shall be licensed, certified, or authorized under the appropriate laws or rules of the State of New Jersey.

(d) The facility shall maintain written staffing schedules. Staffing schedules shall be implemented to ensure continuity of care.

(e) The facility shall develop and implement a staff orientation and a staff education plan, including plans for each service and designation of person(s) responsible for training.

1. All personnel shall receive orientation at the time of employment and at least annual in-service education regarding, at a minimum, emergency plans and procedures, the infection prevention and control services, and elder abuse.

(f) Employee health records as required by these rules shall be maintained for each employee. Employee health records shall be confidential and kept separate from personnel records and shall include documentation of all medical screening tests performed and the results.

8:43F-6.3 Qualifications of the administrator of the adult day health services facility

(a) The administrator of an adult day health services facility shall:

1. Have a master's degree from a college or university approved by a state department of education and at least one year of full-time, or full-time equivalent, administrative or supervisory experience in a licensed health care facility; or

2. Have a baccalaureate degree from an approved college or university and three years of full-time or full-time equivalent experience in a licensed health care facility; or

3. Be a qualified health professional licensed by the state of New Jersey, such as a nursing home administrator, physician, social worker, licensed physical therapist, occupational therapist, or speech-language pathologist with at least one year of full-time, or full-time equivalent, administrative or supervisory experience in a licensed health care facility.

(b) In an adult day health services facility serving adults, the administrator shall be experienced in the care of the elderly and disabled and knowledgeable regarding their physical, social and medical health needs.

8:43F-6.4 Qualifications of the director of nursing services

The director of nursing services shall be a registered professional nurse who has at least one year of full-time, or full-time equivalent, experience in nursing supervision and/or nursing administration in a licensed health care facility.

8:43F-6.5 Qualifications of food service supervisors

(a) The food service supervisor shall:

1. Be a dietitian; or
2. Be a graduate of a dietetic technician or dietetic assistant training program approved by the American Dietetic Association (Office on Dietetic Credentialing, 216 Jackson Boulevard - 7th Floor, Chicago, Illinois 60606-6995); or
3. Be a graduate of a New Jersey State-approved course in food service management and have at least one year of full-time, or full-time equivalent, experience as a food service supervisor in a licensed health care facility.

8:43F-6.6 Qualifications of activities director

(a) The activities director shall:

1. Be certified or eligible for certification as an activity director certified (ADC) by the National Certification Council for Activity Professionals (National Certification Council for Activity Professionals, P.O. Box 62589, Virginia Beach, VA 23466);
2. Be certified or eligible for certification as a certified therapeutic recreation specialist (CTRS) by the National Council for Therapeutic Recreation (National Council for Therapeutic Recreation, Inc., 7 Elmwood Drive, New City, NY 10956);
3. Have a baccalaureate degree from a college or university approved by a state department of education with a major in recreation, creative arts therapy, music therapy, therapeutic recreation, art, art education, psychology, sociology, occupational therapy, or other health and/or human services related degree such as gerontology or early education;

4. Have a high school diploma and at least three years of full-time, or full-time equivalent, experience in activities in a licensed health care facility and have successfully completed an activities education program approved by the New Jersey Department of Health and Senior Services after a review of the specific curriculum, consisting of 90 hours of training and incorporating the following elements:

- i. Overview of the activity profession;
- ii. Human development: the late adult years, or for pediatric facilities, early childhood years;
- iii. Standards of practice/practitioner behavior;
- iv. Activity care planning for quality of life; and
- v. Methods of service delivery in the activity profession; or

5. Have served as director of activities continuously since February 20, 1990.

(b) Activities directors who have been continuously employed and who have completed an activities education course which was previously approved by the Department shall not be required to complete the course described at (a)4 above in order to continue in their present position.

SUBCHAPTER 7. FACILITY

8:43F-7.1 Administrator's responsibilities for infection control

- (a) The administrator shall ensure the development and implementation of an infection prevention and control program.
- (b) The administrator shall designate a person who shall be responsible for the direction, provision, and quality of infection prevention and control services. The designated person shall be responsible for, but not limited to, developing and maintaining written objectives, a policy and procedure manual, an organizational plan, and a quality assurance program for the infection prevention and control service.

8:43F-7.2 Infection control policies and procedures

- (a) The facility shall develop, implement, and review, at least annually, written policies and procedures regarding infection prevention and control. Written policies and procedures shall be consistent with the following Centers for Disease Control publications, incorporated herein by reference:

1. Guideline for Handwashing and Hospital Environmental Control, PB85-923404;
2. OSHA Standards 29 CFR–1910.1030, Bloodborne pathogens as amended and supplemented;
3. Prevention and Control of Tuberculosis in Facilities Providing Long-Term Care to the Elderly, and contained in MMWR 39(RR-10); and
4. Prevention of Nosocomial Pneumonia, PB95-176970.

- (b) Centers for Disease Control publications can be obtained from:

National Technical Information Service
U.S. Department of Commerce
5285 Port Royal Road
Springfield, VA 22161
(703) 605-6000
(800) 553-6847

or

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

(c) The facility shall document evidence of annual vaccination against influenza for each adult participant, in accordance with the recommendations of the Advisory Committee on Immunization Practices of the Centers for Disease Control most recent to the time of vaccination, incorporated herein by reference, unless such vaccination is medically contraindicated or the participant has refused the vaccine, in accordance with N.J.A.C. 8:43F-4.4(a)3. Influenza vaccination for all participants accepting the vaccine shall be completed by November 30 of each year. Participants admitted after this date, during the flu season and up to February 1, shall, as medically appropriate, receive influenza vaccination prior to or on admission unless refused by the participant.

(d) The facility shall document evidence of vaccination against pneumococcal disease for all participants who are 65 years of age or older, in accordance with the recommendations of the Advisory Committee on Immunization Practices of the Centers for Disease Control most recent to the time of vaccination, incorporated herein by reference, unless such vaccination is medically contraindicated or the participant has refused offer of the vaccine in accordance with N.J.A.C. 8:43F-4.4(a)3. The facility shall provide or arrange for pneumococcal vaccination of participants who have not received this immunization, prior to or on admission unless the participant refuses offer of the vaccine.

(e) Each pediatric day health services facility shall maintain an up-to-date immunization record for each participant which is appropriate to the child's age in accordance with N.J.A.C. 10:122-7.3(a)2iii and 7.3(a)5 and 6, or documentation that the child is under a prescribed medical program to obtain immunizations in accordance with the provisions of N.J.A.C. 8:57-4.

(f) Each new employee upon employment and each participant upon admission shall receive a two-step Mantoux tuberculin skin test with five tuberculin units of purified protein derivative. The only exceptions shall be employees or participants with documented negative two-step Mantoux skin test results (zero to nine millimeters of induration) within the last year, employees or participants with a documented positive Mantoux skin test result (10 or more millimeters of induration), employees or participants who have received appropriate medical treatment for tuberculosis, or when medically contraindicated. Results of the Mantoux tuberculin skin tests administered to new employees or participants shall be acted upon as follows:

1. If the first step of the Mantoux tuberculin skin test result is less than 10 millimeters of induration, the second step of the two-step Mantoux test shall be administered one to three weeks later;
2. If the Mantoux test is significant (10 millimeters or more of induration), a chest x-ray shall be performed and, if necessary, followed by chemoprophylaxis or therapy;
3. Any employee with positive results shall be referred to the employee's personal physician and if active tuberculosis is suspected or diagnosed shall be excluded from work until the physician provides written approval to return; and

4. Any participant with positive results shall receive care in accordance with N.J.A.C. 8:43F-7.2(a)3.

(g) The facility shall have written policies and procedures establishing timeframes, requiring annual Mantoux tuberculin skin tests for all employees except those exempted under (c) above.

(h) The facility shall assure that all current employees who have not received the Mantoux test upon employment or current participants who have not received the Mantoux test, except those exempted by (f) above, shall receive a test within three months of (the effective date of this rule). The facility shall act on the results of tests of current employees and participants in the same manner as prescribed in (f) above.

(i) The facility shall report at least semi-annually the results of all tuberculin testing of personnel and participants to the Department of Health and Senior Services, Division of Epidemiology, Tuberculosis Program, on forms provided by the Department.

(j) Written infection control policies and procedures shall include, but not be limited to, policies and procedures for the following:

1. In accordance with Chapter II, New Jersey State Sanitary Code, N.J.A.C. 8:59, a system for investigating, reporting, and evaluating the occurrence of all infections or diseases which are reportable or conditions which may be related to activities and procedures of the facility, and maintaining records for all participants or personnel having these infections, diseases, or conditions;

2. Infection control in accordance with OSHA Standards 29 CFR-1910.1030 Bloodborne pathogens as amended and supplemented, incorporated herein by reference;

3. Exclusion from work, and authorization to return to work, for personnel with communicable diseases;

4. Surveillance techniques to minimize sources and transmission of infection;

5. Techniques to be used during each participant contact, including handwashing before and after caring for a participant;

6. Protocols for identification of participants with communicable diseases and education of participants regarding prevention and spread of communicable diseases;

7. The prevention of decubitus ulcers; and

8. Where applicable, cleaning, sterilization and disinfection practices and techniques used in the facility, including but not limited to, the following:

- i. Care of utensils, instruments, solutions, dressings, articles, and surfaces;

- ii. Selection, storage, use, and disposition of disposable and nondisposable participant care items. Disposable items shall not be reused;
 - iii. Methods to ensure that sterilized materials are packaged, labeled, processed, transported, and stored to maintain sterility and to permit identification of expiration dates; and
 - iv. Care of urinary catheters, intravenous catheters, respiratory therapy equipment, and other devices and equipment that provide a portal of entry for pathogenic microorganisms.
- (k) High-level disinfection techniques approved by the New Jersey State Department of Health and Senior Services shall be used for all reusable respiratory therapy equipment and instruments that touch mucous membranes.
- (l) Disinfection procedures for items that come in contact with bed pans, sinks, and toilets shall conform with established protocols for cleaning and disinfection.
- (m) Personnel who have had contact with participant excretions, secretions, or blood, whether directly or indirectly, in activities such as performing a physical examination and providing catheter care, shall wash their hands with soap and warm water for between 10 and 30 seconds or use other effective hand sanitation techniques immediately after such contact.
- (n) Equipment and supplies used for sterilization, disinfection, and decontamination purposes shall be maintained according to manufacturers' specifications.
- (o) Needles and syringes used by participants as part of home self-care shall be destroyed in accordance with N.J.S.A. 2A:170-25.17, and amendments thereto, and shall then be placed in a puncture-resistive container prior to disposal.

8:43F-7.3 Employee health history and examinations

- (a) The facility shall require all new employees to complete a health history and to receive an examination performed by a physician or nurse practitioner/certified nurse specialist, or New Jersey licensed physician assistant, within two weeks prior to the first day of employment or upon employment. If the new employee receives a nursing assessment upon employment, the physician's examination may be deferred for up to 30 days from the first day of employment. The facility shall establish criteria for determining the content and frequency of physical examinations for employees, and shall develop policies which specify the circumstances under which other persons providing direct participant care services shall receive a physical examination.
- (b) The facility shall develop and implement policies and procedures to ensure that all volunteers and students who have direct participant care responsibilities on a routine basis provide documentation that they have received, at a minimum, a Mantoux tuberculin skin test and either a physical examination or a certification of health status from a physician.

- (c) Yearly influenza immunization shall be offered to employees at no charge.

8:43F-7.4 Regulated medical waste

- (a) Regulated medical waste shall be collected, stored, handled, and disposed of in accordance with applicable Federal and State laws and regulations.
- (b) The facility shall comply with the provisions of N.J.S.A. 13:1E-48.1 et seq., the Comprehensive Regulated Medical Waste Management Act, and all rules promulgated pursuant to the aforementioned Act.

8:43F-7.5 Provision of housekeeping, sanitation, and safety

- (a) The facility shall provide and maintain a sanitary and safe environment for participants.
- (b) The facility shall provide housekeeping and pest control services.
- (c) Written objectives, policies, a procedure manual, an organizational plan, and a quality assurance program for housekeeping, sanitation, and safety services shall be developed and implemented.

8:43F-7.6 Housekeeping

- (a) A written work plan for housekeeping operations shall be established and implemented, with categorization of cleaning assignments as daily, weekly, monthly, or annually within each area of the facility.
- (b) Procedures shall be developed for selection and use of housekeeping and cleaning products and equipment.
- (c) Housekeeping personnel shall be trained in cleaning procedures, including the use, cleaning, and care of equipment.

8:43F-7.7 Participant environment

- (a) The following housekeeping, sanitation, and safety conditions shall be met:
 - 1. The facility and its contents shall be free of dirt, debris, and insect and rodent harborages;
 - 2. Nonskid wax shall be used on all waxed floors;
 - 3. All rooms shall be ventilated to help prevent condensation, mold growth, and noxious odors;
 - 4. All participant areas shall be free of noxious odors;

5. Throw rugs or scatter rugs shall not be used in the facility;
6. All furnishings shall be clean and in good repair, and mechanical equipment shall be in working order. Equipment shall be kept covered to protect from contamination and accessible for cleaning and inspection. Broken or worn items shall be repaired, replaced, or removed promptly;
7. All equipment shall have unobstructed space provided for operation;
8. All equipment and materials necessary for cleaning, disinfecting, and sterilizing shall be provided;
9. Thermometers which are accurate to within three degrees Fahrenheit shall be maintained in refrigerators, freezers, and storerooms used for perishable and other items subject to deterioration;
10. Pesticides shall be applied in accordance with N.J.A.C. 7:30;
11. Articles in storage shall be elevated from the floor and away from walls;
12. All poisonous and toxic materials shall be identified, labeled, and stored in a locked cabinet or room that is used for no other purpose;
13. Combustible materials shall not be stored in heater rooms or within 18 feet of any heater located in an open basement;
14. Paints, varnishes, lacquers, thinners, and all other flammable materials shall be stored in closed metal cabinets or containers;
15. Unobstructed aisles shall be provided in storage areas;
16. A program shall be maintained to keep rodents, flies, roaches, and other vermin out of the facility;
17. Toilet tissue, soap dispenser, paper towels or air dryers, and waste receptacles shall be provided in each bathroom at all times;
18. All solid or liquid waste that is not regulated medical waste, garbage, and trash shall be collected, stored, and disposed of in accordance with the rules of the New Jersey Department of Environmental Protection and the New Jersey Department of Health and Senior Services. Solid waste shall be stored in insectproof, rodentproof, and fireproof, nonabsorbent, watertight containers with tight fitting covers and collected from storage areas regularly so as to prevent nuisances such as odors. Procedures and schedules shall be established and implemented for the cleaning of storage areas and containers for solid or liquid waste, garbage, and trash, in accordance with N.J.A.C. 8:24;

19. Garbage compactors shall be located on an impervious pad that is graded to a drain. The drain shall be unobstructed and connected to the sanitary sewage disposal system;
20. Plastic bags shall be used for solid waste removal. Bags shall be of sufficient strength to safely contain waste from point of origin to point of disposal and shall be effectively closed prior to disposal;
21. Draperies, upholstery, and other fabrics or decorations shall be fire-resistant and flameproof;
22. Wastebaskets and ashtrays shall be made of noncombustible materials;
23. Latex foam pillows shall be prohibited;
24. The temperature of the hot water used for bathing and handwashing shall not exceed 110 degrees Fahrenheit;
25. Equipment requiring drainage, such as ice machines, shall be drained to a sanitary connection; and
26. The temperature in the facility shall be kept at a minimum of 70 degrees Fahrenheit and a maximum of 85 degrees Fahrenheit when participants are in the facility.

8:43F-7.8 Physical plant

- (a) Construction standards for freestanding facilities for new buildings and alterations, renovations, and additions to existing buildings for freestanding adult day health services facilities shall comply with the New Jersey Uniform Construction Code, N.J.A.C. 5:23-3.2.
- (b) Construction standards for facilities within long-term care facilities for new buildings and alterations, renovations, and additions for adult day health services facilities in existing buildings which are part of long-term care facilities shall comply with the New Jersey Uniform Construction Code, N.J.A.C. 5:23-3.2.
- (c) Prior to any construction, plans shall be submitted to the Department of Community Affairs for review.

8:43F-7.9 Provision for the handicapped

Facilities shall be available and accessible to the physically handicapped pursuant to the New Jersey Uniform Construction Code, N.J.A.C. 5:23-7, Barrier Free Subcode.

8:43F-7.10 Functional service areas

(a) Each adult or pediatric day health services facility shall provide the following service areas on-site:

1. Administration services;
2. Employees' facilities;
3. Housekeeping services;
4. Social work services;
5. Activities;
6. Nursing services, pharmacy services, medical services, and
7. Dietary services.

(b) Toilet facilities shall be provided to meet the needs of participants, staff and visitors.

1. The number of toilet facilities shall be based on one toilet and one sink for every ten adult participants. Within the one to ten toilet ratio, there shall be included a minimum of one single occupant handicap toilet room for participants who need assistance with toileting. (Urinals may be substituted for no more than 20 percent of the required toilets.)
2. Pediatric day health services facilities shall have one toilet and one sink for every 15 children as well as two diaper changing areas within 15 feet of a handwashing sink.

8:43F-7.11 Administration areas

(a) The entrance shall be located at grade level and shall accommodate wheelchairs and other assistive devices.

(b) The facility shall make provisions for conducting private interviews related to credit and admission.

(c) General or individual office(s) for business transactions, records, administrative, and professional staffs shall be provided.

(d) Clerical space or rooms for typing, clerical work, and filing shall be provided.

(e) General storage facilities for supplies and equipment shall be provided as needed for continuing operation.

8:43F-7.12 Employee facilities

Employee facilities such as lockers and lounges shall be provided for employees and volunteers.

8:43F-7.13 Housekeeping services

A janitor's closet shall be provided, on each floor or immediately accessible, which shall contain a service sink and storage for housekeeping supplies and equipment.

8:43F-7.14 Social work services

The social work service shall include office space for private interviewing and counseling, waiting space, and record storage area.

8:43F-7.15 Activities area

(a) A facility shall have a total of 30 square feet per person for activities and dining. The dining area shall accommodate all participants simultaneously at each meal.

(b) Storage space shall be provided for recreational equipment and supplies.

(c) An office or area for the activities director shall be provided.

8:43F-7.16 Nursing service

(a) Each adult facility shall provide comfortable furniture for participants who wish to rest or recline. Such furniture shall be selected to meet the assessed needs of participants, and one item of furniture shall be available for every 10 participants, based upon the daily census. A separate, quiet area for resting shall be available for adult participants.

(b) A drinking fountain or bottled water shall be provided.

(c) Office space for nursing staff shall be provided. This space may also serve as the pharmacy area. The following shall be provided for pharmaceutical services:

1. A dispensing area with a handwashing facility;
2. Space for a locked storage cart or locked cabinets; and
3. A separate lockable refrigerator or a locked box within a refrigerator for storage of medications.

(d) A storage area for equipment and supplies shall be provided.

(e) An examination room or private treatment space shall be provided and shall have a minimum floor area of 80 square feet, including an area for the storage of participant charts. Handwashing facilities and a counter or shelf space for writing shall be provided.

8:43F-7.17 Dietary service

(a) The construction, equipment, and installation of food service facilities shall meet the requirements of the functional program. Services may consist of an on-site conventional food preparation system, a convenience food service system, a catering service or an appropriate combination thereof. The following facilities shall be provided to implement the food service selected:

1. A control station for receiving food supplies;
2. Storage facilities for food supply, including cold storage items;
3. Food preparation facilities as follows:
 - i. A conventional food preparation system with space and equipment for preparing, cooking and baking; and
 - ii. A convenience food system, such as frozen prepared meals, bulk packaged entrees, individually packaged portions, and contractual commissary services with space and equipment for thawing, portioning, cooking, and/or baking;
4. Handwashing facility(ies), located in the food preparation area;
5. Warewashing space, which shall be located in the kitchen or an alcove separate from the food preparation and serving area;
6. Waste storage facility(ies), which shall be located in a separate room easily accessible to the outside for direct waste pickup or disposal; and
7. Office(s) or desk space(s) for dietitian(s) or the food service manager.

8:43F-7.18 Occupational therapy service

- (a) If occupational therapy services are provided on site, the following areas shall be provided:
1. Office space (may be shared with general offices);
 2. Activity areas; and
 3. Storage for supplies and equipment.

(b) The areas designated in (a) above may be planned and arranged for shared use by physical therapy participants and staff, if the program reflects this sharing concept.

8:43F-7.19 Physical therapy service

(a) If physical therapy services are provided on-site, the following spaces shall be provided:

1. Office space;
2. Treatment area(s) with a handwashing sink; and
3. An exercise area.

(b) The areas designated in (a) above may be planned and arranged for shared use by occupational therapy participants and staff, if the program reflects this shared concept.

8:43F-7.20 Speech language pathology and audiology service

(a) If speech language pathology and audiology services are provided on-site, the following shall be provided:

1. Office space for the therapist;
2. Space for evaluation and treatment; and
3. Space for equipment and storage.

8:43F-7.21 Nutritional counseling

Nutritional counseling may be provided in the dietitian's office or in a conference room, based on program requirements.

8:43F-7.22 Laundry service

(a) If laundry services are provided on-site, the following areas shall be provided:

1. A laundry processing room;
2. Separate, clearly identified covered waste containers for soiled linens and/or soiled disposables in a designated area away from participant activities and dining area;
3. Storage for laundry supplies;
4. A clean linen or disposables storage, issuing and holding room or area; and

5. A janitor's closet, containing a floor receptor or service sink and storage space for housekeeping equipment and supplies.

(b) If linen is processed off-site, the following areas shall be provided:

1. A receptacle for holding soiled linen; and
2. A clean linen and/or disposables receiving, holding, inspection, and storage room(s) or area.

SUBCHAPTER 8. PEDIATRIC DAY HEALTH SERVICES FACILITIES

8:43F-8.1 Services

- (a) Each pediatric day health services facility shall comply with the applicable provisions in N.J.A.C. 8:43F-1 through 7.
- (b) Pediatric day health care services shall be provided for a minimum of six hours per day, exclusive of transportation time, not to exceed five days per week.
- (c) Each pediatric day health services facility shall have a system to ensure that each child's nutritional needs are met, based upon individual assessments. Parents may send foods with participants or foods may be prepared in the facility, in accordance with facility policies and procedures. The facility shall ensure that appropriate snacks and fluids are available for each child.
- (d) Each pediatric day health services facility shall have arrangements for the provision of services by appropriate pediatric specialists (for example, pulmonologists, cardiologists).
- (e) A medical evaluation of all participants shall be provided or arranged for by the medical consultant as needed, but at least every 60 days. The documented components of the medical evaluation for children shall be a history and physical, including developmental status, immunization status, laboratory data and a clear identification of medical needs.
- (f) In pediatric day health services facilities, activities of daily living include appropriate developmental stimulation, diaper changing, and toilet training.
- (g) A diversified program of activities for pediatric participants shall be planned and implemented, based on evaluation of the developmental status and needs of each child.
- (h) The records of all pediatric participants shall be reviewed by the pharmaceutical consultant at least every 60 days to assure that the medication records are accurate, up-to-date and that these records indicate that medications are administered or self-administered in accordance with physician's orders.
- (i) Pediatric records shall be reviewed by the pharmaceutical consultant at least every 60 days to assure drug regimen, laboratory tests, special dietary requirements, and foods used or administered concomitantly with other medications to the same recipients, are monitored for potential adverse reaction, allergies, drug interaction, contraindications, rationality, drug evaluation, and test modification; and that all irregularities or recommended changes are documented on the participant's record and reported to the medical consultant or attending physician.

(j) The record shall be protected against loss, destruction, or unauthorized use. Medical records shall be retained for a period of 10 years following the most recent discharge of the participant or until the participant reaches the age of 23 years, whichever is the longer period of time, a summary sheet shall be retained for a period of 20 years, and X-ray films or reproductions thereof shall be retained for a period of five years, in accordance with N.J.S.A. 26:8-5.

(k) If a health care facility licensed by the Department provides pediatric day health services in addition to other health care services, the facility shall adhere to the rules in this chapter and to the rules for licensure of facilities providing the other health care services.

(l) A pediatric day health care facility may retain a participant who is more than 18 years of age, with a physician's order and assessment on at least a quarterly basis by the registered professional nurse to assure that the participant's needs are met.

8:43F-8.2 Staffing

(a) In pediatric day health services facilities, the ratio shall be one staff person to three children. There shall be at least two registered professional nurses available to participants of the facility, including one registered professional nurse on the premises of the pediatric day health services facility during all hours of operation. The ratio shall include the administrator/director and all other personnel (except the medical consultant) who are involved in direct participant care, excluding volunteers. Additional staff members shall be provided when assessment of the acuity of participant need indicates that additional staff members are required, in accordance with the facility's policies and procedures for determining staffing levels.

i. Without compromising the above required staff-participant ratio of one to three for pediatric day health services facilities, various staff positions could combine functions within one person, that is, the administrator/director may be a social worker or activities director, performing dual functions of the director/social worker or the director/activities director.

(b) When there are technology dependent children served in the facility, a registered professional nurse certified for intravenous administration must be available during the hours of operation.

8:43F-8.3 Use of restraints

In pediatric day health care facilities, pediatric safety guards may be used, in accordance with assessments and care plans.

8:43F-8.4 Provision of cribs or mats

(a) Pediatric facilities shall provide one crib or sleeping mat for each child.

(b) Pediatric day health care facilities shall provide space for one crib and/or sleeping pad for each child.

8:43F-8.5 Staff qualifications

- (a) In a pediatric day health services facility, one of the on duty registered professional nurses shall have, at a minimum, the following credentials:
1. Possess a Bachelor of Science in Nursing degree; or
 2. Have at least one year full-time pediatric experience.
- (b) In pediatric day health services facilities, the director of nursing shall have pediatric nursing experience.
- (c) In a pediatric day health services facility, the administrator/director shall be a qualified health professional, such as a physician, licensed social worker or licensed clinical social worker with a pediatric concentration; a registered professional nurse with a Master of Science (MSS), or Bachelor of Science in Nursing (BSN), or Pediatric Nurse Practitioner (PNP), with pediatric experience.
- (d) For pediatric day health services facilities, all direct care staff shall have current certification in cardio-pulmonary resuscitation (CPR) and shall have had pediatric experience. Those without recent pediatric experience shall be educated by the facility in growth and development and in the care of children with special needs.
- (e) The medical consultant of a pediatric facility shall be board certified or eligible in pediatrics.
- (f) All personnel shall receive orientation at the time of employment and at least annual in-service education regarding, at minimum, emergency plans and procedures, the infection prevention and control services, identification of child abuse.
- (g) In pediatric facilities, the social worker shall have experience in providing social services to children.
- (h) In pediatric facilities, the activities director shall have experience in planning and implementing activities for children, in addition to meeting the qualifications of activities director at N.J.A.C. 8:43F-6.6(a).
- (i) Staff employed by a pediatric day health services facility shall have had pediatric experience or shall be educated by the facility in growth and development and in the care of children with special needs, and shall be provided with ongoing training regarding children with special needs.

8:43F-8.6 Facility

- (a) Construction standards for freestanding facilities for new buildings and alterations, renovations, and additions to existing buildings for freestanding pediatric day health care facilities shall comply with the New Jersey Uniform Construction Code, N.J.A.C. 5:23-3.2.

(b) Construction standards for facilities within long-term care facilities for new buildings and alterations, renovations, and additions for pediatric day health care facilities in existing buildings which are part of long-term care facilities shall comply with the New Jersey Uniform Construction Code, N.J.A.C. 5:23-3.2.